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| AREA Mount Shasta | DIVISION Northern | NUMBER 146 |
| EVALUATED BY Sgt. M. Mezzano | | DATE 03/12/2009 |

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

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| TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation | | SUSPENSE DATE |
| FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Correction Report BY _____ | COMMANDER'S REVIEW  DATE 3-15-09 |

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| 1. AREA ADMINISTRATION | EVALUATED 03/10/2009 | ACTION REQUIRED None | CORRECTED |
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a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Area Commander

b. What is the background experience of the Automotive Technician (AT)? He has been a CHP Auto Tech for approximately 10 years.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? Brakes, Battery, Alternator, Fan Belts, Wiper Blades, Oil Change, Tire rotation/ replacement, Transmission service, Emergency light repairs, minor vehicle electrical repairs.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? The auto tech is the backup for the custodian during scheduled vacations.

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| 2. VEHICLE USE | EVALUATED 03/10/2009 | ACTION REQUIRED None | CORRECTED |
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a. How many "E" Class vehicles are assigned to the Area? 11, Includes the Commanders vehicle.

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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? N/A

d. Who does the commander allow to ride in vehicles? Members of the press, prospective applicants and community leaders.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTS

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ACTION REQUIRED
None

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Wilson Ford, (Yreka), Dehnam Dodge, (Mt. Shasta), Crown Motors, (Redding)

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? For warranty work the selection is based on dealerships turn around time.

(3) What are the hourly rates being charged? \$85.00

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 75%

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Auto Tech cleans as needed

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(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☐ Yes ☒ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Required repairs are documented on an Area produced form located near the vehicle key board.

(1) Who is authorized to declare a vehicle unsafe for patrol? Auto Tech, Officer, Sergeant or Lieutenant

(a) Who determines when a vehicle is safe after repair or checking of defects? Auto Tech

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? 3 years

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

4. MILEAGE MANAGEMENT

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ACTION REQUIRED
None

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☒ Yes ☐ No

b. How are adjustments to mileage accomplished? Vehicle use priority is assigned based on mileage.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? The vehicles are driven by officers not assigned a personalized vehicle.

c. How does the Area project run outs? Based on monthly mileage reported the Auto Tech forecasts approximate run-out date.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? Vehicles are returned clean and in good working/mechanical condition.

(3) Are the right equipment options completed? ☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

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ACTION REQUIRED
None

CORRECTED

a. Is there adequate space and comfort in the AT office? ☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current? ☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual? ☒ Yes ☐ No

b. Is the space for working on vehicles adequate? ☒ Yes ☐ No

(1) Is it clean and organized? ☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6? ☒ Yes ☐ No

(1) Is there an inventory? ☒ Yes ☐ No

(a) When was it last checked? ☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles? ☒ Yes ☐ No

(a) Are they clean and properly maintained? ☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present? ☒ Yes ☐ No

(c) Who has access to the tools? ☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks? ☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered? ☒ Yes ☐ No

e. Is the equipment neat, clean and in good repair? ☒ Yes ☐ No

(1) Have replacements been planned and budgeted for? ☒ Yes ☐ No

f. Are there additional tools or items of equipment needed? ☐ Yes ☒ No

(1) Could the AT be more effective if they were available? ☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested? ☐ Yes ☒ No

6. TIRES, PARTS AND SUPPLIES

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ACTION REQUIRED
None

CORRECTED

a. Is the space provided for parts and supplies adequate? ☒ Yes ☐ No

(1) If not, can more space be provided? ☐ Yes ☒ No

(2) Is the space neatly and logically organized? ☒ Yes ☐ No

(3) Is there adequate security? ☒ Yes ☐ No

(4) Who has access to the parts/supplies? The Auto Tech and Sergeants.

(5) Are batteries stored in a dry location, off the cement floor? ☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required? ☒ Yes ☐ No

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| c. Are reasonable numbers of parts/supplies stocked? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are there obsolete parts on hand? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Are adequate records maintained for tires, and are all tires accounted for? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Are proper guidelines in place for record keeping? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Are records reviewed by management? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Are tires properly safeguarded from theft or misuse? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) How are tires stored? Tires are stored on tire racks inside the Auto Tech garage. | | |
| (4) Is access to the tires restricted to the AT and his/her assistant or backup? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Does Area provide motorcycle vendors with a stock of tires? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (6) Does it appear tires are being replaced prematurely? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (7) Are adequate records maintained for used tires? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Is the disposition of used tires within policy? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. How are old tires/batteries disposed of? They are picked up by the authorized tire recycler and the supplier of the batteries. | | |
| (1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Are either tires or batteries being traded to offset installation costs? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (3) Are the provisions of any tire or battery disposal contract being met? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| g. Are Material Safety Data Sheets (MSDS) posted as required? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are all containers (other than the original) containing hazardous materials properly marked? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| h. Has the quarterly count of parts, tires, accessories and supplies been conducted? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Who conducted the count? Sgt. Mezzano and Auto Tech Carl Paulsen. | | |

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| 7. FUEL DISPENSING FACILITY | EVALUATED 03/11/2009 | ACTION REQUIRED None | CORRECTED |
| a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |
| (1) What procedures have been established for purchasing fuel from service stations in emergencies? The officers are allowed to use the Voyager card to purchase fuel only in emergencies. | | | |
| (a) Is self-service or full-service used? Yes. | | | |

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| (2) Is there a written policy, and is it complied with? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Is the fuel island clean and neat? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Does it need repair or painting? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (2) Are fuel, water and air hoses in good repair? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (3) Is the break-away coupler installed? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (5) Is there a clean oil storage rack? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (6) Is the lighting adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (7) Is there at least one fire extinguisher of the proper type available, and is it fully charged? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (8) Have problems been reported to Facilities Section? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| c. Is there an adequate amount of supplies available to officers? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| d. Who fuels the vehicles? Each officer re-fuels at the end of their shift. | |
| (1) Are fluids and tires checked during fueling? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are pump meters and the storage tank properly safeguarded? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Who has access to the keys to lock the meters and the storage tank? The Auto Tech. | |
| (3) Is gasoline measured before and after deliveries? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| f. What method is used to log fuel and oil used in individual vehicles? Each officer logs usage in CHP-33 book and on Area generated gasoline/oil log inside pump house. | |
| (1) Are records maintained as required? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) What is done to reconcile differences of more than 2-3 gallons daily? CHP-33 books are re-checked and officers are interviewed about differences. | |
| g. Does the physical inventory reasonably balance with the metered inventory each month? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) When was the pump meter last checked for accuracy? May 2003. | |
| h. Is there a contract for fuel? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) How often is the fuel supply replenished? On average every 3-4 weeks. | |
| (2) At what level is it refilled? When there is 370 gallons remaining. | |
| i. How does the Area secure the fuel pumps when they are not in use? Padlocks. | |
| (1) Is the system adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Is it utilized by all personnel? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

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| 8. SAFETY | EVALUATED 03/11/2009 | ACTION REQUIRED None | CORRECTED |
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| a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are the AT's work areas inspected? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Are there possible unsafe conditions within the AT's work areas? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (1) Is the shop floor clean and free of any spills? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Are electrical cords or hoses posing a hazard? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (3) Are fire extinguishers charged, inspected and of the proper type? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (4) Are any batteries leaking or stored improperly? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (5) Are there loose items on the floor? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (6) Is the bench grinder firmly affixed, and are there safety glasses available? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) Are they worn by the AT? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (7) Is the battery charger in a safe place? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (8) Are masks available for AT's to wear when servicing brakes? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) If yes, are they worn? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (9) Are jack stands properly utilized? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| c. What is the Area occupational safety record as it relates to fleet management? There have been no reported incidents to date. | | | |
| (1) Have any injuries been prevented with an improved safety awareness program? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. VEHICLE RECORDS AND MAINTENANCE | EVALUATED 03/12/2009 | ACTION REQUIRED None | CORRECTED |
| a. Are fleet records logically filed? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are they conveniently located and available to the AT and supervisor? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Do files contain all required documents? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) If documents are not in files, where are they located? | | | |
| b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are documents legible and complete? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Who reviews the FF reports? Fleet supervisor, (Sgt. Mezzano), Area Commander, Lt. Jeff Lee. | | | |
| (3) How is the information used in Area's fleet administration? It is used to track vehicle mileage and repair costs. | | | |
| c. Is the CHP 424 current? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Does the CHP 424 reveal any unusual repair patterns or duplicate services? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

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| (2) Have required services been done at the proper mileage? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Is the Area using this most effective and economical method of repairing/maintaining the fleet? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are hourly rates in line with prevailing rates? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Does the AT refer to manuals for invoice cost information? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Is work being done by vendors that should be done by the AT? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (4) Are there any warranty problems? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) If so, are they being resolved? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Is the credit card being used in lieu of an invoice? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (6) Does the commander or his/her designee review and/or approve invoices? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) If so, is there a threshold limit, and how is the approval indicated on the invoice? An estimate is obtained prior to repairs being completed. | | |
| | | |
| e. Do invoices indicate parts are being supplied by the CHP? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) If parts are on invoices, does the vendor give a discount? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Are fleet operations bulletins maintained and accessible to the AT? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. CONDITION OF THE FLEET | EVALUATED 03/12/2009 | ACTION REQUIRED None |
| a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (1) Have any unauthorized modifications been made on vehicles? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 11. MOTORCYCLES | EVALUATED No motorcycles | ACTION REQUIRED Not applicable |
| a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are the program objectives clearly understood by the commander and supervisors? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Does the Area have an up-to-date SOP relating to motorcycle operations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are motorcycles being used on beats with predominantly high speed problems? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Are motorcycles used for special duty officer transportation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Are motorcycles parked at the Area office during vacations and extended days off? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Are Fleet Operations Bulletins pertaining to motorcycles filed together? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) What system is in place to verify understanding and compliance? | | |
| (2) Are Bulletins discussed with riders? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. What type of active safety program does the Area have? | | |

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| (1) Is there a Defensive Rider Program? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Is there a sufficient number of CMTOs? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) What is the Area's safety record? | | |
| | | |
| (a) How does it compare with Division and statewide rates? | | |
| | | |
| (4) Does the Area conduct quarterly motorcycle training? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Are mandatory exercises being conducted? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Are ride-alongs being conducted on a regular basis and properly documented? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Are emergency radio repairs made at the office or at the radio shop? | | |
| (1) Are the arrangements satisfactory? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Is the repair person proficient? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Is service available on weekends? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Are motorcycles down for unreasonable amounts of time because of poor service? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Are any motorcycles being operated with radios in a defective condition? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (6) Are any repairs being done by riders? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (7) Does the Area swap radios with idle units to reduce down time? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) If so, are radios being returned to the original units or reported to Telecommunications Section? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| g. Is there adequate space to park and/or store motorcycles? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Is safety compromised? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Are units parked near an entrance causing foot traffic to be inhibited? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Are preventative measures in place to avoid problems caused by oil drippings? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Are parked motorcycles susceptible to theft or vandalism? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) When garaged at home, is the motorcycle in a covered, secured area? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Has it been inspected and approved? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Are records of the approval on file? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements? | | |
| (1) Do equipment and accessory times comply with departmental regulations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Is there ample supply available? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Are spare tires available? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Is a battery charger available? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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| | | |
|--|------------------------------|-----------------------------|
| (5) Is there security and an accurate inventory kept? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| i. What arrangements have been made for servicing and repairing motorcycles? | | |
| (1) Is it satisfactory and cost effective? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Does the maintenance program minimize officer and vehicle down time? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) How is repair work verified? | | |
| (4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Is a supervisor's permission required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Is there a SOP covering this aspect of motorcycle operation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) If not ridden, how are motorcycles transported to vendors for repairs? | | |
| (6) Does the Area have a motorcycle trailer? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) How often is it used? | | |
| (b) If one is not available, has Area budgeted for one? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| j. Are vehicle files logically kept and up-to-date? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Does the motorcycle supervisor review all motorcycle invoices? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Is service up-to-date? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are mechanical discrepancies recorded with the date noted and date corrected? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Are the forms filed for the life of the motorcycle? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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EXCEPTIONS DOCUMENT

| | | |
|--|------------------------------|----------------------------|
| Command: Mount Shasta | Division: Northern | Chapter: 6 |
| Inspected by: Sgt. M. B. Mezzano | | Date: 03/15/2009 |

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

| | | | |
|--|---|--|---------------------|
| TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level | | <input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Appeal Included <input checked="" type="checkbox"/> Attachments Included | |
| Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Forward to: _____ Due Date: _____ | Commander's Signature: | Date: 03/15/2009 |
| Inspector's Comments Regarding Innovative Practices: None. | | | |

Command Suggestions for Statewide Improvement:
None.

Inspector's Findings:
No discrepancies were found during my inspection.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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| | | |
|-------------------------------------|-----------------------|---------------------|
| Command: Mount Shasta | Division: Northern | Chapter: 6 |
| Inspected by: Sgt. M. B. Mezzano | | Date: 03/15/2009 |

Commander's Response:

None.

Inspector's Comments:

Corrective Action Plan/Timeline

COMMAND INSPECTION PROGRAM

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| | | |
|--|------------------------------|----------------------------|
| Command: Mount Shasta | Division: Northern | Chapter: 6 |
| Inspected by: Sgt. M. B. Mezzano | | Date: 03/15/2009 |

| | |
|--------------------------------------|--|
| Appeal Process: | |
| Commander's Basis for Appeal: | |

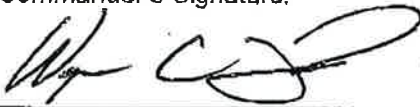
Appeal Review/Decision: *(This shall be the only level of appeal).*

| | |
|---|----------------------------|
| Lead Inspector's Signature:  | Date: 03/15/2009 |
| Responding Commander's Signature (for appeal):  | Date: 03/15/2009 |

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| | | |
|---|-----------------------|----------------------------|
| Command: Susanville | Division: Northern | Chapter: Six |
| Inspected by: D. Solari, Sgt. | | Date: 04/02/2009 |

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

| | | | |
|---|--|--|-----------------|
| TYPE OF INSPECTION: <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level | | <input checked="" type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Appeal Included <input type="checkbox"/> Attachments Included | |
| Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Forward to: Northern Division Due Date: 04/10/2009 | Commander's Signature:  | Date: 4-6-09 |
| Chapter Inspection Six | | | |
| Inspector's Comments Regarding Innovative Practices: | | | |

Command Suggestions for Statewide Improvement:

Inspector's Findings:

Section e [ACTION REQUIRED]

The Automotive Technician had been performing tire inventories. The new Fleet Sergeant has assumed this duty and conducted a tire inventory on April 2, 2009. During this inventory, all tires listed on the Area parts inventory list were located and accounted for.

Section e(2)(a) [ACTION REQUIRED]

The Area Commander informed the Area Fleet Sergeant he has not routinely been provided records for review. Steps have been implemented to assure quarterly inventories of parts and tires are conducted by the Area Fleet Sergeant.

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Commander's Response:**Inspector's Comments:****Required Action: None****Corrective Action Plan/Timeline**

All items requiring action have been addressed and corrected. Measures have been implemented at the local level to assure compliance with Departmental policy beginning immediately.

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|---|-----------------------|----------------------------|
| Command: Susanville | Division: Northern | Chapter: Six |
| Inspected by: D. Solari, Sgt. | | Date: 04/02/2009 |


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Appeal Process: *(Appeals shall be filed within five (5) business days of the completed chapter inspection).*

Commander's Basis for Appeal:

Appeal Review/Decision: *(This shall be the only level of appeal).*

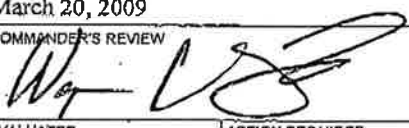
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| | |
|--|---------------------|
| Lead Inspector's Signature:  | Date: 04/02/2009 |
| Responding Commander's Signature (for appeal): | Date: |

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| | | |
|--------------------------------|----------------------|---------------------------|
| AREA 140 | DIVISION Northern | NUMBER Chapter 6, 2009 |
| EVALUATED BY D. Solari, Sgt | | DATE 04/01/2009 |

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initiated and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

| | | |
|--|--|--|
| TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation | | SUBPENSE DATE March 20, 2009 |
| FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | COMMANDER'S REVIEW  |
| BY _____ | | DATE 4-2-09 |
| 1. AREA ADMINISTRATION | | EVALUATED Yes |
| | | ACTION REQUIRED No |
| | | CORRECTED |

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? The Area Commander or designee.

b. What is the background experience of the Automotive Technician (AT)? Previously licensed by Bureau of Automotive Repair in smog, brake and lamp. Currently ASE certified Automotive Technician.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☐ Yes ☒ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☒ No

c. How much maintenance work is being done by the AT? All maintenance work is performed by the A/T unless covered under warranty.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not? N/A

d. What other duties or responsibilities are placed on the AT? A/T coordinates with the supervisor of a jail trustee crew for fleet detailing approximately six times per year.

| | | | |
|----------------|------------------|-----------------------|-----------|
| 2. VEHICLE USE | EVALUATED Yes | ACTION REQUIRED No | CORRECTED |
|----------------|------------------|-----------------------|-----------|

a. How many "E" Class vehicles are assigned to the Area? Eight.

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(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? One class "B" sedan is assigned to a resident post officer.

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Resident Post officers and the on-call supervisor who are designated to respond to incidents after hours.

d. Who does the commander allow to ride in vehicles? Prospective CHP Cadet applicants and those who are in the Cadet testing phase.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No

3. SERVICE ARRANGEMENTS

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? The appropriate manufacturer dealerships are used for mechanical work. Local auto body shops are used for collision damage utilizing the three bid process.

(1) Are they authorized dealers?

☒ Yes ☐ No

(2) What process was used in selecting a service vendor? The remote geographical location limits Area's ability to be selective.

(3) What are the hourly rates being charged? 87.50

(a) Are discounts given on parts?

☐ Yes ☒ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? Usually similar to weekdays.

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively?

☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned? Officers usually vacuum floors as necessary. A jail trustee crew performs complete detailing of all the Area's fleet approximately every other month.

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(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☒ No

(3) Is there more than one car wash facility available?

☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☒ No

d. How do officers report defective equipment? A log sheet system with detailed descriptions of defects or maintenance to be checked by the A/T.

(1) Who is authorized to declare a vehicle unsafe for patrol? Uniformed personnel and the A/T.

(a) Who determines when a vehicle is safe after repair or checking of defects? A/T

(b) Does he/she sign off the report form and indicate what has been done?

☒ Yes ☐ No

(c) Is this system effective?

☒ Yes ☐ No

(d) How long are records kept? Three years.

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes ☐ No

| 4. MILEAGE MANAGEMENT | | EVALUATED | ACTION REQUIRED | CORRECTED |
|-----------------------|--|-----------|-----------------|-----------|
| | | Yes | No | |

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Vehicles needing mileage have their keys positioned on the Area key board in a left to right fashion. Vehicles which need mileage have their keys placed in respective order. Supervisors assure compliance.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes ☐ No

(2) Does the AT understand what is required?

☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? If necessary, assigned vehicles are rotated to either pool cars or supervisor vehicles to assure mileage is kept on-track.

c. How does the Area project run outs? A CHP 57 is completed with the projected run-out date and sent to Fleet Operations for a requested replacement.

(1) Is FOS provided 30-45 days advance notice?

☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? Clean and in operating condition.

(3) Are the right equipment options completed?

☒ Yes ☐ No

| 5. AUTOMOTIVE WORK AREA/EQUIPMENT | EVALUATED | ACTION REQUIRED | CORRECTED |
|-----------------------------------|-----------|-----------------|-----------|
| | Yes | No | |

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☒ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☒ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

| 6. TIRES, PARTS AND SUPPLIES | EVALUATED | ACTION REQUIRED | CORRECTED |
|------------------------------|-----------|-----------------|-----------|
| | Yes | Yes | Yes |

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☒ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? A/T and Area supervisors.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked?

☒ Yes ☐ No

(1) Are there obsolete parts on hand?

☐ Yes ☒ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?

☐ Yes ☒ No

e. Are adequate records maintained for tires, and are all tires accounted for?

☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?

☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping?

☒ Yes ☐ No

(a) Are records reviewed by management?

☐ Yes ☒ No

(3) Are tires properly safeguarded from theft or misuse?

☒ Yes ☐ No

(a) How are tires stored? In secure tire racks mounted to the wall inside of the A/T workshop.

(4) Is access to the tires restricted to the AT and his/her assistant or backup?

☒ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires?

☐ Yes ☒ No

(6) Does it appear tires are being replaced prematurely?

☐ Yes ☒ No

(7) Are adequate records maintained for used tires?

☒ Yes ☐ No

(a) Is the disposition of used tires within policy?

☒ Yes ☐ No

f. How are old tires/batteries disposed of? With the services of a contractor.

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?

☐ Yes ☒ No

(2) Are either tires or batteries being traded to offset installation costs?

☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met?

☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required?

☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked?

☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted?

☒ Yes ☐ No

(1) Who conducted the count? A/T and a supervisor.

7. FUEL DISPENSING FACILITY

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?

☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? Credit cards are only used as a last resort. A contract is in place with Cal Fire to obtain fuel if the command location dispenser becomes inoperative.

(a) Is self-service or full-service used? If necessary, only self service is used.

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(2) Is there a written policy, and is it complied with?

☒ Yes ☐ No

b. Is the fuel island clean and neat?

☒ Yes ☐ No

(1) Does it need repair or painting?

☒ Yes ☐ No

(2) Are fuel, water and air hoses in good repair?

☒ Yes ☐ No

(3) Is the break-away coupler installed?

☒ Yes ☐ No

(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?

☒ Yes ☐ No

(5) Is there a clean oil storage rack?

☒ Yes ☐ No

(6) Is the lighting adequate?

☒ Yes ☐ No

(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?

☒ Yes ☐ No

(8) Have problems been reported to Facilities Section?

☐ Yes ☒ No

c. Is there an adequate amount of supplies available to officers?

☒ Yes ☐ No

d. Who fuels the vehicles? Employees operating the vehicle requiring fuel.

(1) Are fluids and tires checked during fueling?

☒ Yes ☐ No

e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?

☒ Yes ☐ No

(1) Are pump meters and the storage tank properly safeguarded?

☒ Yes ☐ No

(2) Who has access to the keys to lock the meters and the storage tank? A/T and supervisors.

(3) Is gasoline measured before and after deliveries?

☒ Yes ☐ No

f. What method is used to log fuel and oil used in individual vehicles? A log sheet with entry spaces to note fuel dispensed, oil (if necessary) and mileage of the vehicle.

(1) Are records maintained as required?

☒ Yes ☐ No

(2) What is done to reconcile differences of more than 2-3 gallons daily? The A/T conducts a check of the CHP 33 in each vehicle.

Normally, shortages are from officers failing to log the dispensed fuel and Sgt. is notified and reminds officers to be vigilant.

g. Does the physical inventory reasonably balance with the metered inventory each month?

☒ Yes ☐ No

(1) When was the pump meter last checked for accuracy? March 4th, 2009

h. Is there a contract for fuel?

☒ Yes ☐ No

(1) How often is the fuel supply replenished? Quarterly

(2) At what level is it refilled? When the tank reaches 10%

i. How does the Area secure the fuel pumps when they are not in use? With a padlock.

(1) Is the system adequate?

☒ Yes ☐ No

(2) Is it utilized by all personnel?

☒ Yes ☐ No

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| 8. SAFETY | EVALUATED Yes | ACTION REQUIRED No | CORRECTED |
|--|------------------|-----------------------|---|
| a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are the AT's work areas inspected? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Are there possible unsafe conditions within the AT's work areas? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (1) Is the shop floor clean and free of any spills? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Are electrical cords or hoses posing a hazard? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (3) Are fire extinguishers charged, inspected and of the proper type? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (4) Are any batteries leaking or stored improperly? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (5) Are there loose items on the floor? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (6) Is the bench grinder firmly affixed, and are there safety glasses available? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) Are they worn by the AT? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (7) Is the battery charger in a safe place? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (8) Are masks available for AT's to wear when servicing brakes? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) If yes, are they worn? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (9) Are jack stands properly utilized? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| c. What is the Area occupational safety record as it relates to fleet management? | | | No recordable injuries during the past three years. |

(1) Have any injuries been prevented with an improved safety awareness program?

☒ Yes ☐ No

| 9. VEHICLE RECORDS AND MAINTENANCE | EVALUATED Yes | ACTION REQUIRED No | CORRECTED |
|---|------------------|-----------------------|---|
| a. Are fleet records logically filed? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are they conveniently located and available to the AT and supervisor? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Do files contain all required documents? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) If documents are not in files, where are they located? | | | N/A |
| b. Do the Fleet Focus (FF) documents comply with the instructions in HPM §1.1, Fleet Operations Manual? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are documents legible and complete? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Who reviews the FF reports? | | | The fleet supervisor. |
| (3) How is the information used in Area's fleet administration? | | | |
| c. Is the CHP 424 current? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Does the CHP 424 reveal any unusual repair patterns or duplicate services? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

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(2) Have required services been done at the proper mileage?

☒ Yes ☐ No

d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?

☒ Yes ☐ No

(1) Are hourly rates in line with prevailing rates?

☒ Yes ☐ No

(2) Does the AT refer to manuals for invoice cost information?

☒ Yes ☐ No

(3) Is work being done by vendors that should be done by the AT?

☐ Yes ☒ No

(4) Are there any warranty problems?

☐ Yes ☒ No

(a) If so, are they being resolved?

☐ Yes ☐ No

(5) Is the credit card being used in lieu of an invoice?

☐ Yes ☒ No

(6) Does the commander or his/her designee review and/or approve invoices?

☒ Yes ☐ No

(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Any major fleet expense such as collision repair or engine and transmission repair must have prior approval by the Area Commander.

e. Do invoices indicate parts are being supplied by the CHP?

☒ Yes ☐ No

(1) If parts are on invoices, does the vendor give a discount?

☐ Yes ☒ No

f. Are fleet operations bulletins maintained and accessible to the AT?

☒ Yes ☐ No**10. CONDITION OF THE FLEET**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?

☐ Yes ☒ No

(1) Have any unauthorized modifications been made on vehicles?

☐ Yes ☒ No**11. MOTORCYCLES**

EVALUATED

No

ACTION REQUIRED

No

CORRECTED

N/A

a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?

☐ Yes ☐ No

(1) Are the program objectives clearly understood by the commander and supervisors?

☐ Yes ☐ No

(2) Does the Area have an up-to-date SOP relating to motorcycle operations?

☐ Yes ☐ No

b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?

☐ Yes ☐ No

(1) Are motorcycles being used on beats with predominantly high speed problems?

☐ Yes ☐ No

(2) Are motorcycles used for special duty officer transportation?

☐ Yes ☐ No

(3) Are motorcycles parked at the Area office during vacations and extended days off?

☐ Yes ☐ No

c. Are Fleet Operations Bulletins pertaining to motorcycles filed together?

☐ Yes ☐ No

(1) What system is in place to verify understanding and compliance?

(2) Are Bulletins discussed with riders?

☐ Yes ☐ No

d. What type of active safety program does the Area have?

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(1) Is there a Defensive Rider Program?

☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes ☐ No

(a) Are mandatory exercises being conducted?

☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes ☐ No

(2) Is the repair person proficient?

☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☐ No

(6) Are any repairs being done by riders?

☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☐ No

(1) Is safety compromised?

☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes ☐ No

(a) Has it been inspected and approved?

☐ Yes ☐ No

(b) Are records of the approval on file?

☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes ☐ No

(2) Is there ample supply available?

☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☐ No

(4) Is a battery charger available?

☐ Yes ☐ No

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(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

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**SUSANVILLE AREA CHAPTER SIX INSPECTION
FINDINGS AND RECOMMENDATIONS**

1. AREA ADMINISTRATION

Section b

The Automotive Technician is ASE certified for suspension, steering, and brakes. She manages the fleet within the scope of her training and experience.

Section c

The Automotive Technician conducts 100% of all maintenance work on all state vehicles which are not covered by warranty. Warranty work is conducted by the local authorized dealership, based on the vehicle make.

Section d

The Automotive Technician coordinates with the supervisor of a county inmate crew for fleet detailing. Scheduling of this service is aligned with Area training day when access to a majority of the fleet is available for detailing.

2. VEHICLE USE

Section c

Vehicles are only allowed to be kept at employee's homes if the employee is required to respond after duty hours such as the on-call supervisor and resident post officers.

3. SERVICE ARRANGEMENTS

Section a

The availability of vendors is limited to the only authorized Ford, Dodge, and Chevrolet dealerships in Lassen County. The vendor performs all warranty work in servicing or repairing vehicles. The dealerships refer alignment requests to Manuel's Alignment and Auto Repair.

Section c

Since there are no local mobile car wash or car detail services available, Area is currently utilizing two available "drive-thru" car wash providers.

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4. MILEAGE MANAGEMENT

Sections a and b

Mileage accrual is managed through a closely monitored system of fleet deployment. Vehicles assigned to sergeants and resident post officers are periodically rotated within the Area's general fleet to ensure effective mileage averaging. Area beat officers have been directed to strictly adhere to the practice of taking keys placed on the key board from left to right, ensuring that cars needing mileage are driven during a shift on a priority basis.

5. AUTOMOTIVE WORK AREA/EQUIPMENT

Section b

The Automotive Technician maintains a clean, neat office and working space. The area is well-organized and appears to lend itself to systematic access of tools and supplies.

Section c(1)

An inventory of tools was conducted during the 1st Quarter of 2008. The Automotive Technician has an adequate existing inventory of tools and has not requested additional equipment or supplies. The equipment is clean, in good repair and neatly stored.

Section c(2)(c)

The officer who conducts mechanical inspections is allowed access to the tools by the Automotive Technician.

6. TIRES, PARTS AND SUPPLIES

Section b

The "Fleet Focus" computerized program is in place in the Susanville Area, as required by Department policy and contains supply inventory information. The Fleet Sergeant and Commander are authorized to access the "Fleet Focus" program.

Section e [ACTION REQUIRED]

The Auto Technician had been performing tire inventories. The new Fleet Sergeant has assumed this duty and conducted a tire inventory on 04/02/2009. During this inventory, all tires listed on the Area parts inventory list were located and accounted for.

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Section e(2)(a) [ACTION REQUIRED]

The Area Commander informed the Area Fleet Sergeant he has not routinely been provided records for review. Steps have been implemented to assure quarterly inventories of parts and tires are conducted.

Section e(4)

Access to tires is available through a supervisor when the Automotive Technician is off-duty.

8. SAFETY

Section b(6)

The Automotive Technician does not have or expressed a need for a bench grinder.


Section c

The Automotive Technician maintains outstanding shop organization and utilization of safety equipment (gloves, protective eye wear, etc.). The overall superior cleanliness, condition, and management of the Automotive Technician's work place is representative of the practices she employs in creating a safety conscious environment. There have been no occupational injuries related to the performance of the Automotive Technician in several years.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

| | | |
|---|------------------------------|----------------------------|
| Command: Williams Area | Division: Northern | Chapter: 6 |
| Inspected by: Sergeant P. W. Landreth | | Date: 03/20/2009 |

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

| | | | |
|---|---|---|-------------------------|
| TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level | | <input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Appeal Included <input type="checkbox"/> Attachments Included | |
| Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Forward to: _____ Due Date: _____ | Commander's Signature:  | Date: 3/20/09 |
| Chapter Inspection: Fleet | | | |
| Inspector's Comments Regarding Innovative Practices: N/A | | | |

Command Suggestions for Statewide Improvement:

Inspector's Findings:

N/A

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| | | |
|--|-----------------------|---------------------|
| Command: Williams Area | Division: Northern | Chapter: 6 |
| Inspected by: Sergeant P. W. Landreth | | Date: 03/20/2009 |

Commander's Response:

Inspector's Comments:

N/A

Required Action

Corrective Action Plan/Timeline

N/A

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| | | |
|--|-----------------------|---------------------|
| Command: Williams Area | Division: Northern | Chapter: 6 |
| Inspected by: Sergeant P. W. Landreth | | Date: 03/20/2009 |

Appeal Process: *(Appeals shall be filed within five (5) business days of the completed chapter inspection).*

Commander's Basis for Appeal:


Appeal Review/Decision: *(This shall be the only level of appeal).*

| | |
|---|------------------|
| Lead Inspector's Signature:  | Date: 4/23/09 |
| Responding Commander's Signature (for appeal):  | Date: |

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AREA MANAGEMENT EVALUATION
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| | | |
|---------------------------------------|----------------------|---------------------|
| AREA Humboldt | DIVISION Northern | NUMBER Chapter 6 |
| EVALUATED BY Sergeant Brett Fabbri | | DATE 03/08/2009 |

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

| | | |
|--|--|--|
| TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation | | SUSPENSE DATE 04/10/2009 |
| FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Correction Report BY _____ | COMMANDER'S REVIEW:  DATE 3/12/09 |

1. AREA ADMINISTRATION

| | | |
|-------------------------|-----------------|-----------|
| EVALUATED Sgt Fabbri | ACTION REQUIRED | CORRECTED |
|-------------------------|-----------------|-----------|

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Area Commander, Sergeants

b. What is the background experience of the Automotive Technician (AT)? Bachelor of Science in Industrial Management, 1 year as diesel mechanic, and 9 years as Automotive Technician II.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No

(7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☒ No

c. How much maintenance work is being done by the AT? Any work he is able to complete, unless it is covered by warranty, or beyond the knowledge of the AT

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Assists the Maintenance Worker, and is back-up to both the Maintenance Worker, and Custodian.

2. VEHICLE USE

| | | |
|-------------------------|-----------------|-----------|
| EVALUATED Sgt Fabbri | ACTION REQUIRED | CORRECTED |
|-------------------------|-----------------|-----------|

a. How many "E" Class vehicles are assigned to the Area? 15

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(1) Is there an unmarked patrol vehicle assigned for the commander?

☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? Not Applicable as Area commonly has insufficient number of vehicles.

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?

☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?

☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available?

☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? Only occurs for on-call supervisors, and occasionally when officers are needed for on-call

d. Who does the commander allow to ride in vehicles? Per policy in G.O. 100.42, and persons in the testing process for cadet.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability?

☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time?

☒ Yes ☐ No**3. SERVICE ARRANGEMENTS**EVALUATED
Sgt Fabbri

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Respective Dealerships

(1) Are they authorized dealers?

☒ Yes ☐ No

(2) What process was used in selecting a service vendor? A facility that has the knowledge and equipment to perform the service/repair.

(3) What are the hourly rates being charged? \$91 per hour

(a) Are discounts given on parts?

☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors?

☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?

☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?

☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?

☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 75% is needed

(2) Are there shortages of vehicles on Mondays?

☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? N/A

☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods?

☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles?

☒ Yes ☐ No

(1) How are interiors cleaned? They are cleaned by AT, Maintenance Worker, or detail shop.

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| | | |
|--|---|--|
| (2) Is the Area's vehicle washing procedure practical and economical? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Is excessive officer time used to wash vehicles? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (3) Is there more than one car wash facility available? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Are vehicles being excessively washed or detailed? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (5) Does the Area have a maintenance worker or janitor wash cars? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (6) Is there any other program that can be of assistance in washing cars? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| d. How do officers report defective equipment? Use of "Defective Vehicle Report" | | |
| | | |
| (1) Who is authorized to declare a vehicle unsafe for patrol? Sergeant, Officer, AT, Maintenance Worker | | |
| | | |
| (a) Who determines when a vehicle is safe after repair or checking of defects? AT | | |
| (b) Does he/she sign off the report form and indicate what has been done? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Is this system effective? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) How long are records kept? 3 years | | |
| (e) Is there a system in place to check vehicles for defects after high speed pursuits? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. MILEAGE MANAGEMENT | EVALUATED Sgt Fabbri | ACTION REQUIRED CORRECTED |
| a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are vehicles run out in the same order they are received? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) If not, can adjustments be made to accomplish this? N/A | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. How are adjustments to mileage accomplished? If a vehicle is low on mileage, it will be driven more than one shift until it reaches the needed mileage. | | |
| (1) Do field supervisors and officers understand their responsibility in vehicle assignments? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Does the AT understand what is required? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Does the Area have a "personalized vehicle assignment" program? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) If so, how does it effect mileage averaging? No bearing on program | | |
| | | |
| c. How does the Area project run outs? The information is faxed to Fleet Operations Section (FOS) | | |
| | | |
| (1) Is FOS provided 30-45 days advance notice? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

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(2) What has been the condition of vehicles returned to FOS? Better than average

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED
Sgt Fabbri

ACTION REQUIRED

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools? AT, MAINTENANCE WORKER, SGTs

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered? N/A

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☒ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED
Sgt Fabbri

ACTION REQUIRED

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? All assigned personnel

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☒ Yes ☐ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☐ Yes ☒ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? Locked storage and locked tire rack

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☐ Yes ☒ No

(5) Does Area provide motorcycle vendors with a stock of tires? N/A ☐ Yes ☐ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? Returned to vendor when replacement is received.

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☒ Yes ☐ No

(2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☒ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? Administrative Sergeant

7. FUEL DISPENSING FACILITY

EVALUATED
Sgt Fabbri

ACTION REQUIRED

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? The use of Voyager Credit

Card

(a) Is self-service or full-service used? Self-Service

Destroy Previous Editions

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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| | | |
|---|--|--|
| (2) Is there a written policy, and is it complied with? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Is the fuel island clean and neat? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Does it need repair or painting? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (2) Are fuel, water and air hoses in good repair? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Is the break-away coupler installed? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Is there a clean oil storage rack? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (6) Is the lighting adequate? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (7) Is there at least one fire extinguisher of the proper type available, and is it fully charged? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (8) Have problems been reported to Facilities Section? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Is there an adequate amount of supplies available to officers? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Who fuels the vehicles? Sergeants, Officers, AT, and Maintenance Worker | | |
| (1) Are fluids and tires checked during fueling? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are pump meters and the storage tank properly safeguarded? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Who has access to the keys to lock the meters and the storage tank? | Area Commander, Sergeants | |
| (3) Is gasoline measured before and after deliveries? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. What method is used to log fuel and oil used in individual vehicles? | Daily Fuel Log and CHP 33 | |
| (1) Are records maintained as required? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) What is done to reconcile differences of more than 2-3 gallons daily? | Compare information from Daily Fuel Log, but it is still usually off by 2-3 gallons. | |
| g. Does the physical inventory reasonably balance with the metered inventory each month? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) When was the pump meter last checked for accuracy? | February 13, 2009 | |
| h. Is there a contract for fuel? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) How often is the fuel supply replenished? | Every 2 Months | |
| (2) At what level is it refilled? | When level is less than 1000 gallons. | |
| i. How does the Area secure the fuel pumps when they are not in use? | Behind locked gate | |
| (1) Is the system adequate? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Is it utilized by all personnel? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

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| 8. SAFETY | EVALUATED Sgt Fabbri | ACTION REQUIRED | CORRECTED |
|---|--------------------------|-----------------|---|
| a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are the AT's work areas inspected? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Are there possible unsafe conditions within the AT's work areas? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (1) Is the shop floor clean and free of any spills? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Are electrical cords or hoses posing a hazard? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (3) Are fire extinguishers charged, inspected and of the proper type? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (4) Are any batteries leaking or stored improperly? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (5) Are there loose items on the floor? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (6) Is the bench grinder firmly affixed, and are there safety glasses available? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) Are they worn by the AT? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (7) Is the battery charger in a safe place? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (8) Are masks available for AT's to wear when servicing brakes? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) If yes, are they worn? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (9) Are jack stands properly utilized? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| c. What is the Area occupational safety record as it relates to fleet management? | Excellent | | |
| (1) Have any injuries been prevented with an improved safety awareness program? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 9. VEHICLE RECORDS AND MAINTENANCE | EVALUATED Sgt Fabbri | ACTION REQUIRED | CORRECTED |
| a. Are fleet records logically filed? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are they conveniently located and available to the AT and supervisor? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Do files contain all required documents? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) If documents are not in files, where are they located? | | | |
| b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are documents legible and complete? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Who reviews the FF reports? | Administrative Sergeant | | |
| (3) How is the information used in Area's fleet administration? | Used to monitor supplies | | |
| c. Is the CHP 424 current? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Does the CHP 424 reveal any unusual repair patterns or duplicate services? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

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| | | |
|---|---|--|
| (2) Have required services been done at the proper mileage? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Is the Area using the most effective and economical method of repairing/maintaining the fleet? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are hourly rates in line with prevailing rates? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Does the AT refer to manuals for invoice cost information? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Is work being done by vendors that should be done by the AT? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (4) Are there any warranty problems? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) If so, are they being resolved? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Is the credit card being used in lieu of an invoice? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (6) Does the commander or his/her designee review and/or approve invoices? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) If so, is there a threshold limit, and how is the approval indicated on the invoice? Approval is noted on the invoice, or approval is obtained prior to purchase. | | |
| | | |
| e. Do invoices indicate parts are being supplied by the CHP? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) If parts are on invoices, does the vendor give a discount? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| f. Are fleet operations bulletins maintained and accessible to the AT? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. CONDITION OF THE FLEET | EVALUATED Sgt Fabbri | ACTION REQUIRED CORRECTED |
| a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (1) Have any unauthorized modifications been made on vehicles? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 11. MOTORCYCLES | EVALUATED N/A | ACTION REQUIRED CORRECTED |
| a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are the program objectives clearly understood by the commander and supervisors? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Does the Area have an up-to-date SOP relating to motorcycle operations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are motorcycles being used on beats with predominantly high speed problems? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Are motorcycles used for special duty officer transportation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Are motorcycles parked at the Area office during vacations and extended days off? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Are Fleet Operations Bulletins pertaining to motorcycles filed together? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) What system is in place to verify understanding and compliance? | | |
| (2) Are Bulletins discussed with riders? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. What type of active safety program does the Area have? | | |

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(1) Is there a Defensive Rider Program?

☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes ☐ No

(a) Are mandatory exercises being conducted?

☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes ☐ No

(2) Is the repair person proficient?

☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☐ No

(6) Are any repairs being done by riders?

☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☐ No

(1) Is safety compromised?

☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes ☐ No

(a) Has it been inspected and approved?

☐ Yes ☐ No

(b) Are records of the approval on file?

☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes ☐ No

(2) Is there ample supply available?

☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☐ No

(4) Is a battery charger available?

☐ Yes ☐ No

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(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

Further Information:

5.c.(1)(a): Completed 4th quarter 2008


5.c.(2)(c): Sergeants, AT, Maintenance Worker

Section 11 is not applicable to Humboldt Area.

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

| | | |
|---|------------------------------|----------------------------|
| Command: Humboldt Area | Division: Northern | Chapter: Six |
| Inspected by: Sergeant Brett Fabbri | | Date: 03/08/2009 |

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

| | | | |
|--|---|---|------------------|
| TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level | | <input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Appeal Included <input type="checkbox"/> Attachments Included | |
| Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Forward to: Northern Division Due Date: 4/10/2009 | Commander's Signature:  | Date: 3/19/09 |
| Chapter Inspection: Chapter <i>Six Fleet Management</i> | | | |
| Inspector's Comments Regarding Innovative Practices: | | | |

Humboldt Area has not implemented any innovative practices warranting departmental consideration. Our supervisory staff is encouraged to evaluate methods which would improve command procurement procedures and accountability.

Command Suggestions for Statewide Improvement:

Humboldt Area has no suggestions for Statewide improvement.

Inspector's Findings:

Sergeant Brett Fabbri was the primary inspector and Auto Tech Mike Nunes assisted with completion of this inspection. They both share in responsibility and oversight of command fleet operations and have a genuine concern for ensuring related policies and procedures are followed.

MAILED
3/20/09
NP

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Page 2

| | | |
|--|-----------------------|---------------------|
| Command: Humboldt Area | Division: Northern | Chapter: Six |
| Inspected by: Sergeant Brett Fabbri | | Date: 03/08/2009 |

Commander's Response:

See inspector's findings.

Inspector's Comments:

See inspector's findings

Required Action: None required

Corrective Action Plan/Timeline

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COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

| | | |
|--|-----------------------|---------------------|
| Command: Humboldt Area | Division: Northern | Chapter: Six |
| Inspected by: Sergeant Brett Fabbri | | Date: 03/08/2009 |

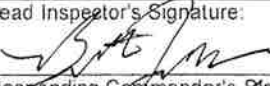
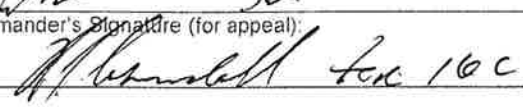
Page 3

Appeal Process: ~~(Appeals shall be filed within five (5) business days of the completed chapter inspection).~~

Commander's Basis for Appeal:

N/A

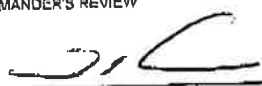
Appeal Review/Decision: *(This shall be the only level of appeal).*

| | |
|---|------------------|
| Lead Inspector's Signature:  565 | Date: 3/24/09 |
| Responding Commander's Signature (for appeal):  for 10c | Date: 3-24-09 |

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| | | |
|---|----------------------|--------------------|
| AREA Crescent City Area | DIVISION Northern | NUMBER 6 |
| EVALUATED BY Sergeant William Fletcher ID #11413 | | DATE 02/18/2009 |

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

| | | |
|--|--|--|
| TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation | | SUSPENSE DATE 02/25/2009 |
| FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | COMMANDER'S REVIEW  |
| <input type="checkbox"/> Correction Report BY _____ | | DATE 3-9-09 |
| 1. AREA ADMINISTRATION | | EVALUATED 02/19/2009 |
| | | ACTION REQUIRED No. |
| | | CORRECTED |

- a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No
- (1) Is the Area commander involved and informed? ☒ Yes ☐ No
- (a) Does he/she monitor invoices? ☒ Yes ☐ No
- (2) Who is authorized to approve invoices? Area Commander or Acting Commander.

b. What is the background experience of the Automotive Technician (AT)? Mr. Richard Appel has been an AT with the California Highway Patrol for eight years. Mr. Appel was previously assigned to Dublin and San Jose Arcas.

- (1) Are sufficient instructions and training provided? ☒ Yes ☐ No
- (2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No
- (3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No
- (4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No
- (5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No
- (6) Does the AT periodically attend staff meetings? ☐ Yes ☒ No
- (7) Does the AT have ideas/suggestions for improving the program? ☐ Yes ☒ No

c. How much maintenance work is being done by the AT? Everything but warranty work and major engine overhaul.

- (1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No
- (a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? Clean and wash state vehicles. Prepare and review paperwork related to inventories, maintenance, Cal Card, and fuel supply.

| | | | |
|----------------|-------------------------|------------------------|-----------|
| 2. VEHICLE USE | EVALUATED 02/19/2009 | ACTION REQUIRED No. | CORRECTED |
|----------------|-------------------------|------------------------|-----------|

- a. How many "E" Class vehicles are assigned to the Area? 9

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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A.

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? On-Call supervisors are allowed to keep the supervisor's vehicle at their residence when on-call.

d. Who does the commander allow to ride in vehicles? Dispatchers and individuals with a valid interest in becoming a CHP Cadet.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTSEVALUATED
02/19/2009ACTION REQUIRED
No.

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Harper Ford in Eureka, CA approximately 75 miles away.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Harper Ford is the closest and only vendor available.

(3) What are the hourly rates being charged? \$85.00

(a) Are discounts given on parts? ☐ Yes ☒ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☐ Yes ☒ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 70%

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? AT cleans and vacuums out the interiors.

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(2) Is the Area's vehicle washing procedure practical and economical?

☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles?

☐ Yes ☒ No

(3) Is there more than one car wash facility available?

☐ Yes ☒ No

(4) Are vehicles being excessively washed or detailed?

☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars?

☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars?

☐ Yes ☒ No

d. How do officers report defective equipment? Defective equipment is documented on the Area's "Vehicle Defect Report."

(1) Who is authorized to declare a vehicle unsafe for patrol? All uniformed personnel and the AT.

(a) Who determines when a vehicle is safe after repair or checking of defects? The AT and a uniformed supervisor.

(b) Does he/she sign off the report form and indicate what has been done?

☒ Yes ☐ No

(c) Is this system effective?

☒ Yes ☐ No

(d) How long are records kept? Three years.

(e) Is there a system in place to check vehicles for defects after high speed pursuits?

☒ Yes ☐ No

.. MILEAGE MANAGEMENT

EVALUATED
02/19/2009

ACTION REQUIRED
No.

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?

☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received?

☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?

☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this?

☐ Yes ☐ No

b. How are adjustments to mileage accomplished? Vehicles are parked or the number of daily drivers is reduced until the vehicles mileage is back in line with where it needs to be for its mileage.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments?

☒ Yes ☐ No

(2) Does the AT understand what is required?

☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program?

☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? The personalized vehicle assignment program allows for better control of averaging a vehicles mileage.

c. How does the Area project run outs? Area projects run outs 45 days prior to the projected run out date.

(1) Is FOS provided 30-45 days advance notice?

☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? Meets standards per to FOS Bulletin 08-02. (Good working condition).

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED
02/19/2009

ACTION REQUIRED
No.

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

JANUARY 2009

☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

THE AT SUPERVISORS & MANAGERS

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☒ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☐ Yes ☒ No

(1) Could the AT be more effective if they were available?

☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested?

☐ Yes ☒ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED
02/19/2009

ACTION REQUIRED
No.

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☒ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? The AT, supervisors and manager.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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- c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No
- (1) Are there obsolete parts on hand? ☐ Yes ☒ No
- d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No
- e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No
- (1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No
- (2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No
- (a) Are records reviewed by management? ☒ Yes ☐ No
- (3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No
- (a) How are tires stored? The tires are chained together and locked.
- (4) Is access to the tires restricted to the AT and his/her assistant or backup? ☐ Yes ☒ No
- (5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☒ No
- (6) Does it appear tires are being replaced prematurely? ☒ Yes ☐ No
- (7) Are adequate records maintained for used tires? ☒ Yes ☐ No
- (a) Is the disposition of used tires within policy? ☒ Yes ☐ No
- f. How are old tires/batteries disposed of? No bidders for tires are in the area so they are disposed of through a contract. Batteries are returned to vendors for a core charge.
- (1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☐ Yes ☒ No
- (2) Are either tires or batteries being traded to offset installation costs? ☐ Yes ☒ No
- (3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No
- g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No
- (1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No
- h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No
- (1) Who conducted the count? AT Richard Appel and Sergeant Delbert Gray.

7. FUEL DISPENSING FACILITYEVALUATED
02/19/2009ACTION REQUIRED
Yes.CORRECTED
Memo of Correction

- a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☒ Yes ☐ No
- (1) What procedures have been established for purchasing fuel from service stations in emergencies? Voyager Card
- (a) Is self-service or full-service used? Self-service.

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| | |
|---|---|
| (2) Is there a written policy, and is it complied with? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| b. Is the fuel island clean and neat? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Does it need repair or painting? <i>PAINTING</i> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Are fuel, water and air hoses in good repair? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (3) Is the break-away coupler installed? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (5) Is there a clean oil storage rack? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (6) Is the lighting adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (7) Is there at least one fire extinguisher of the proper type available, and is it fully charged? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (8) Have problems been reported to Facilities Section? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| c. Is there an adequate amount of supplies available to officers? | |
| d. Who fuels the vehicles? Uniformed personnel and the AT. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are fluids and tires checked during fueling? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are pump meters and the storage tank properly safeguarded? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Who has access to the keys to lock the meters and the storage tank? The AT, supervisors and manager. | |
| (3) Is gasoline measured before and after deliveries? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| f. What method is used to log fuel and oil used in individual vehicles? Uniformed personnel and the AT document their use of fuel and oil used on a 33D. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are records maintained as required? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) What is done to reconcile differences of more than 2-3 gallons daily? The 33D Form is checked against the 33 Form to reconcile differences. If the differences are greater than 2-3 gallons the automotive supervisor, Sgt. Delbert Gray is notified. | |
| g. Does the physical inventory reasonably balance with the metered inventory each month? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) When was the pump meter last checked for accuracy? 02/13/2009 | |
| h. Is there a contract for fuel? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) How often is the fuel supply replenished? As needed but approximately every three months. | |
| (2) At what level is it refilled? 900 Gallons. | |
| i. How does the Area secure the fuel pumps when they are not in use? The pumps are locked with pad locks inside a fenced area. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Is the system adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Is it utilized by all personnel? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

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8. SAFETY

EVALUATED
02/19/2009

ACTION REQUIRED
No.

CORRECTED

- a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards? ☒ Yes ☐ No
- (1) Are the AT's work areas inspected? ☒ Yes ☐ No
- b. Are there possible unsafe conditions within the AT's work areas? ☐ Yes ☒ No
- (1) Is the shop floor clean and free of any spills? ☒ Yes ☐ No
- (2) Are electrical cords or hoses posing a hazard? ☐ Yes ☒ No
- (3) Are fire extinguishers charged, inspected and of the proper type? ☒ Yes ☐ No
- (4) Are any batteries leaking or stored improperly? ☐ Yes ☒ No
- (5) Are there loose items on the floor? ☐ Yes ☒ No
- (6) Is the bench grinder firmly affixed, and are there safety glasses available? ☒ Yes ☐ No
- (a) Are they worn by the AT? ☒ Yes ☐ No
- (7) Is the battery charger in a safe place? ☒ Yes ☐ No
- (8) Are masks available for AT's to wear when servicing brakes? ☒ Yes ☐ No
- (a) If yes, are they worn? ☒ Yes ☐ No
- (9) Are jack stands properly utilized? ☒ Yes ☐ No
- c. What is the Area occupational safety record as it relates to fleet management? There have been no recorded injuries or exposures.

- (1) Have any injuries been prevented with an improved safety awareness program? ☒ Yes ☐ No

9. VEHICLE RECORDS AND MAINTENANCE

EVALUATED
02/19/2009

ACTION REQUIRED
No.

CORRECTED

- a. Are fleet records logically filed? ☒ Yes ☐ No
- (1) Are they conveniently located and available to the AT and supervisor? ☒ Yes ☐ No
- (2) Do files contain all required documents? ☒ Yes ☐ No
- (a) If documents are not in files, where are they located?
- b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual? ☒ Yes ☐ No
- (1) Are documents legible and complete? ☒ Yes ☐ No
- (2) Who reviews the FF reports? The AT's supervisor, Sgt. Delbert Gray and Area Commander, Lt. Laphorne.
- (3) How is the information used in Area's fleet administration? The information is used to identify recurring problems, manage inventory, and identify trends. It is used as a tool to identify vehicle performance.
- c. Is the CHP 424 current? ☒ Yes ☐ No
- (1) Does the CHP 424 reveal any unusual repair patterns or duplicate services? ☐ Yes ☒ No

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| | | |
|---|---|--|
| (2) Have required services been done at the proper mileage? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Is the Area using the most effective and economical method of repairing/maintaining the fleet? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are hourly rates in line with prevailing rates? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Does the AT refer to manuals for invoice cost information? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Is work being done by vendors that should be done by the AT? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (4) Are there any warranty problems? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (a) If so, are they being resolved? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Is the credit card being used in lieu of an invoice? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (6) Does the commander or his/her designee review and/or approve invoices? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) If so, is there a threshold limit, and how is the approval indicated on the invoice? The approval is indicated by a signature on the invoice. | | |
| e. Do invoices indicate parts are being supplied by the CHP? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) If parts are on invoices, does the vendor give a discount? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Are fleet operations bulletins maintained and accessible to the AT? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. CONDITION OF THE FLEET | EVALUATED 02/19/2009 | ACTION REQUIRED No. |
| a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (1) Have any unauthorized modifications been made on vehicles? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 11. MOTORCYCLES | EVALUATED | ACTION REQUIRED |
| a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are the program objectives clearly understood by the commander and supervisors? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Does the Area have an up-to-date SOP relating to motorcycle operations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are motorcycles being used on beats with predominantly high speed problems? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Are motorcycles used for special duty officer transportation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Are motorcycles parked at the Area office during vacations and extended days off? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Are Fleet Operations Bulletins pertaining to motorcycles filed together? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) What system is in place to verify understanding and compliance? | | |
| (2) Are Bulletins discussed with riders? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. What type of active safety program does the Area have? | | |

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| | |
|--|--|
| (1) Is there a Defensive Rider Program? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Is there a sufficient number of CMTOs? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (3) What is the Area's safety record? | |
| (a) How does it compare with Division and statewide rates? | |
| (4) Does the Area conduct quarterly motorcycle training? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) Are mandatory exercises being conducted? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (b) Are ride-alongs being conducted on a regular basis and properly documented? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e. Are emergency radio repairs made at the office or at the radio shop? | |
| (1) Are the arrangements satisfactory? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Is the repair person proficient? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (3) Is service available on weekends? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (4) Are motorcycles down for unreasonable amounts of time because of poor service? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (5) Are any motorcycles being operated with radios in a defective condition? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (6) Are any repairs being done by riders? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (7) Does the Area swap radios with idle units to reduce down time? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) If so, are radios being returned to the original units or reported to Telecommunications Section? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| g. Is there adequate space to park and/or store motorcycles? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Is safety compromised? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Are units parked near an entrance causing foot traffic to be inhibited? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (3) Are preventative measures in place to avoid problems caused by oil drippings? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (4) Are parked motorcycles susceptible to theft or vandalism? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (5) When garaged at home, is the motorcycle in a covered, secured area? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) Has it been inspected and approved? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (b) Are records of the approval on file? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Do equipment and accessory times comply with departmental regulations? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Is there ample supply available? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (3) Are spare tires available? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (4) Is a battery charger available? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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☐ Yes ☐ No

(5) Is there security and an accurate inventory kept?

i. What arrangements have been made for servicing and repairing motorcycles?

☐ Yes ☐ No

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

(3) How is repair work verified?

☐ Yes ☐ No

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

(5) If not ridden, how are motorcycles transported to vendors for repairs?

☐ Yes ☐ No

(6) Does the Area have a motorcycle trailer?

(a) How often is it used?

☐ Yes ☐ No

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

State of California

Business, Transportation and Housing Agency

M e m o r a n d u m

Date: March 10, 2009

To: Crescent City Area

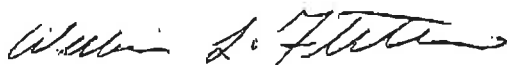
From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Crescent City Area

File No.: 11415

Subject: ACTION REQUIRED FROM AREA MANAGEMENT EVALUATION OF
FLEET MANAGEMENT (CHAPTER 6 INSPECTION)

The purpose of this memorandum is to address an "Action Required," on page 5 of the CHP 453F form, used to document the Area Fleet Inspection.

It was discovered that the fuel dispensing facility was in need of painting. This information was documented in the report and brought to the attention of the Area Commander, Lieutenant Joseph Laphorne. This information has now been brought to the attention of the CHP, Facilities Section and is being addressed.



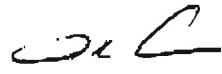
William J. Fletcher
Sergeant

Safety, Service, and Security

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

| | | |
|--|-----------------------|------------------|
| Command: Crescent City | Division: Northern | Chapter: 6 |
| Inspected by: Sergeant Fletcher, ID 11415 | | Date: 3-23-09 |

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

| | | | |
|--|---|---|------------------|
| TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level | | <input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Appeal Included <input type="checkbox"/> Attachments Included | |
| Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Forward to: Northern Division <u>3-23-09</u> Due Date: | Commander's Signature:  | Date: 3-23-09 |
| Chapter Inspection | | | |
| Inspector's Comments Regarding Innovative Practices: | | | |

None

Command Suggestions for Statewide Improvement:

None

Inspector's Findings:

The fleet is well maintained and sufficient vehicles are available to meet operational needs. The Area auto technician is supervised by a sergeant who is hands on with daily operations and reporting requirements. Both routine maintenance and safety inspections are completed in a timely manner to insure operational safety.

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COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

| | | |
|---|-----------------------|-------------------------|
| Command: Crescent City | Division: Northern | Chapter: 6 |
| Inspected by: Sergeant Fletcher, ID 11415 | | Date: 3-23-09 |

Page 2

Commander's Response:

Area fleet operations are supervised by an Area sergeant. Vehicle maintenance and inspections are monitored to insure fleet readiness and dependability. Operational expenses are monitored and approved per departmental policy. The Auto Tech work area is kept clean and organized with the necessary equipment available to officers for after hour needs. The fuel dispensing facility is in need of painting. This repair will protect the structure from the elements associated with coastal weather and curtail more expensive repair costs in the future. The needed repair has been addressed with Facilities Section and is forthcoming.

Inspector's Comments:

The Area's fleet supervisor and auto tech were both knowledgeable regarding inventory, purchasing, vehicle inspections, routine maintenance and associated Department Policy. Both individuals work together on a daily basis to identify needs and are proactive about keeping fleet costs to a minimum without compromising safety.

Required Action

Corrective Action Plan/Timeline

Facilities section was contacted and advised that the fueling facility needed painting. Facilities section has scheduled the repair work for spring 2009.

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EXCEPTIONS DOCUMENT

| | | |
|---|-----------------------|-------------------------|
| Command: Crescent City | Division: Northern | Chapter: 6 |
| Inspected by: Sergeant Fletcher | | Date: 3-23-09 |

Page 3

Appeal Process: *(Appeals shall be filed within five (5) business days of the completed chapter inspection).*

Commander's Basis for Appeal:

ne

Appeal Review/Decision: *(This shall be the only level of appeal).*

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EXCEPTIONS DOCUMENT

| | |
|---|---------------------------|
| Lead Inspector's Signature:  | Date: <i>3-26-2009</i> |
| Responding Commander's Signature (for appeal): | Date: |

AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

| | | |
|--------------------------------|----------------------|--------------------|
| AREA Ukiah | DIVISION Northern | NUMBER 6 |
| EVALUATED BY R. C. Madrigal | | DATE 04/06/2009 |

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

| | | | |
|--|--|--|-------------------------|
| TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation | | SUSPENSE DATE 04/10/2009 | |
| FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | DATE 04/07/2009 | |
| BY _____ | | COMMANDER'S REVIEW <i>R.C. Madrigal</i> | |
| 1. AREA ADMINISTRATION | | EVALUATED Yes | ACTION REQUIRED None |

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Area Commander

b. What is the background experience of the Automotive Technician (AT)? Auto Tech was hired July/89 as an Auto Tech Trainee then promoted to Auto Tech in Ukiah Area on 1/90. Prior to that she worked for her family owned service station most of her life.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? As much as time allows and what is appropriate for her expertise.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? None.

| | | | |
|----------------|------------------|-------------------------|-----------|
| 2. VEHICLE USE | EVALUATED Yes | ACTION REQUIRED None | CORRECTED |
|----------------|------------------|-------------------------|-----------|

a. How many "E" Class vehicles are assigned to the Area? 13

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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? Not applicable.

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? During unusual circumstances such as inclement weather when call outs are anticipated, early out of area court cases, this is only on a very limited basis.

d. Who does the commander allow to ride in vehicles? Ridealongs and other approved persons in compliance with policy.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTS

EVALUATED

Yes

ACTION REQUIRED

None

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? Ford Dealer, Dodge Dealer, and several independent vendors within Area.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Convenient location, accept charge account, repair equipment, certified vendor through Bureau of Automotive Repair, service available, and reasonable pricing.

(3) What are the hourly rates being charged? \$65.00

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 75%

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☒ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? Car wash vendor.

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(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? Vehicle discrepancy report at vehicle keyboard in briefing room.

(1) Who is authorized to declare a vehicle unsafe for patrol? All persons involved in operating or maintenance of vehicles.

(a) Who determines when a vehicle is safe after repair or checking of defects? Auto Tech

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? 3 years

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

4. MILEAGE MANAGEMENT

EVALUATED
Yes

ACTION REQUIRED
None

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? ☒ Yes ☐ No

b. How are adjustments to mileage accomplished? Auto Tech monitors weekly and adjusts by assigning vehicle to a shift, particular officer, resident post, to accumulate more or less mileage as necessary.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? Very effective.

c. How does the Area project run outs? at 95,000 miles a CHP 57 is submitted to Fleet Operations Section.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

(2) What has been the condition of vehicles returned to FOS? Good.

(3) Are the right equipment options completed?

☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED

Yes

ACTION REQUIRED

None

CORRECTED

a. Is there adequate space and comfort in the AT office?

☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current?

☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual?

☒ Yes ☐ No

b. Is the space for working on vehicles adequate?

☒ Yes ☐ No

(1) Is it clean and organized?

☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?

☒ Yes ☐ No

(1) Is there an inventory?

☒ Yes ☐ No

(a) When was it last checked?

☐ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?

☒ Yes ☐ No

(a) Are they clean and properly maintained?

☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present?

☒ Yes ☐ No

(c) Who has access to the tools?

☐ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks?

☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered?

☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair?

☐ Yes ☐ No

(1) Have replacements been planned and budgeted for?

☐ Yes ☐ No

f. Are there additional tools or items of equipment needed?

☒ Yes ☐ No

(1) Could the AT be more effective if they were available?

☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested?

☒ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED

Yes

ACTION REQUIRED

None

CORRECTED

a. Is the space provided for parts and supplies adequate?

☒ Yes ☐ No

(1) If not, can more space be provided?

☐ Yes ☐ No

(2) Is the space neatly and logically organized?

☒ Yes ☐ No

(3) Is there adequate security?

☒ Yes ☐ No

(4) Who has access to the parts/supplies? Auto Tech and uniform field supervisors.

(5) Are batteries stored in a dry location, off the cement floor?

☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

☒ Yes ☐ No

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| c. Are reasonable numbers of parts/supplies stocked? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are there obsolete parts on hand? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Are adequate records maintained for tires, and are all tires accounted for? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Are proper guidelines in place for record keeping? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Are records reviewed by management? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Are tires properly safeguarded from theft or misuse? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) How are tires stored? | In a tire rack inside the carport behind locked doors and inside a locked storage shed. | |
| (4) Is access to the tires restricted to the AT and his/her assistant or backup? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Does Area provide motorcycle vendors with a stock of tires? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (6) Does it appear tires are being replaced prematurely? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (7) Are adequate records maintained for used tires? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Is the disposition of used tires within policy? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. How are old tires/batteries disposed of? | Contract vendor. | |
| (1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Are either tires or batteries being traded to offset installation costs? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Are the provisions of any tire or battery disposal contract being met? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| g. Are Material Safety Data Sheets (MSDS) posted as required? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are all containers (other than the original) containing hazardous materials properly marked? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| h. Has the quarterly count of parts, tires, accessories and supplies been conducted? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Who conducted the count? | Area Commander quarterly. | |

| 7. FUEL DISPENSING FACILITY | EVALUATED Yes | ACTION REQUIRED None | CORRECTED |
|--|--|-----------------------------|-----------|
| a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |
| (1) What procedures have been established for purchasing fuel from service stations in emergencies? | Card lock stations are used at Resident Posts, Voyager Credit Card used in emergency at gas stations when necessary. | | |
| (a) Is self-service or full-service used? | Self service | | |

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| (2) Is there a written policy, and is it complied with? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Is the fuel island clean and neat? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Does it need repair or painting? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (2) Are fuel, water and air hoses in good repair? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Is the break-away coupler installed? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Is there a clean oil storage rack? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (6) Is the lighting adequate? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (7) Is there at least one fire extinguisher of the proper type available, and is it fully charged? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (8) Have problems been reported to Facilities Section? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Is there an adequate amount of supplies available to officers? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Who fuels the vehicles? Officers, Auto Tech, Custodian | | |
| (1) Are fluids and tires checked during fueling? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are pump meters and the storage tank properly safeguarded? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Who has access to the keys to lock the meters and the storage tank? Auto Tech | | |
| (3) Is gasoline measured before and after deliveries? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. What method is used to log fuel and oil used in individual vehicles? Hand written log kept at the fuel island. | | |
| (1) Are records maintained as required? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) What is done to reconcile differences of more than 2-3 gallons daily? Recheck entries to find discrepancy. | | |
| g. Does the physical inventory reasonably balance with the metered inventory each month? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) When was the pump meter last checked for accuracy? Once per year the meter is certified by Department of Weights and Measures | | |
| h. Is there a contract for fuel? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) How often is the fuel supply replenished? Approximately every 3 to 4 months as needed. | | |
| (2) At what level is it refilled? When it reaches 10% of capacity. | | |
| i. How does the Area secure the fuel pumps when they are not in use? Key lock. | | |
| (1) Is the system adequate? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Is it utilized by all personnel? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

| 8. SAFETY | EVALUATED | ACTION REQUIRED | CORRECTED |
|---|---|-----------------|---|
| | Yes | None | |
| a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are the AT's work areas inspected? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Are there possible unsafe conditions within the AT's work areas? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Is the shop floor clean and free of any spills? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Are electrical cords or hoses posing a hazard? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (3) Are fire extinguishers charged, inspected and of the proper type? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (4) Are any batteries leaking or stored improperly? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (5) Are there loose items on the floor? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (6) Is the bench grinder firmly affixed, and are there safety glasses available? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) Are they worn by the AT? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (7) Is the battery charger in a safe place? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (8) Are masks available for AT's to wear when servicing brakes? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) If yes, are they worn? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (9) Are jack stands properly utilized? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| c. What is the Area occupational safety record as it relates to fleet management? | Very good - no traumatic injuries reported. Auto Tech recently required surgery for carpal tunnel due to cumulative effect of duties. | | |
| (1) Have any injuries been prevented with an improved safety awareness program? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. VEHICLE RECORDS AND MAINTENANCE | EVALUATED | ACTION REQUIRED | CORRECTED |
| | Yes | None | |
| a. Are fleet records logically filed? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are they conveniently located and available to the AT and supervisor? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Do files contain all required documents? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) If documents are not in files, where are they located? | | | |
| b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are documents legible and complete? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Who reviews the FF reports? | Auto Tech and Area Commander | | |
| (3) How is the information used in Area's fleet administration? | To ensure maintenance costs are reasonable and mileage accumulation are within acceptable parameters. | | |
| c. Is the CHP 424 current? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Does the CHP 424 reveal any unusual repair patterns or duplicate services? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

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| (2) Have required services been done at the proper mileage? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Is the Area using the most effective and economical method of repairing/maintaining the fleet? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are hourly rates in line with prevailing rates? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Does the AT refer to manuals for invoice cost information? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Is work being done by vendors that should be done by the AT? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (4) Are there any warranty problems? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (a) If so, are they being resolved? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Is the credit card being used in lieu of an invoice? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (6) Does the commander or his/her designee review and/or approve invoices? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) If so, is there a threshold limit, and how is the approval indicated on the invoice? There is no threshold limit but the Area Commander reviews all invoices and pays particular attention for reasonableness of cost for the particular service - approval is indicated by signature of commander. | | |
| e. Do invoices indicate parts are being supplied by the CHP? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) If parts are on invoices, does the vendor give a discount? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Are fleet operations bulletins maintained and accessible to the AT? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. CONDITION OF THE FLEET | EVALUATED Yes | ACTION REQUIRED None. |
| a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (1) Have any unauthorized modifications been made on vehicles? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 11. MOTORCYCLES | EVALUATED Not applicable | ACTION REQUIRED |
| a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are the program objectives clearly understood by the commander and supervisors? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Does the Area have an up-to-date SOP relating to motorcycle operations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are motorcycles being used on beats with predominantly high speed problems? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Are motorcycles used for special duty officer transportation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Are motorcycles parked at the Area office during vacations and extended days off? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Are Fleet Operations Bulletins pertaining to motorcycles filed together? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) What system is in place to verify understanding and compliance? | | |
| (2) Are Bulletins discussed with riders? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. What type of active safety program does the Area have? | | |

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(1) Is there a Defensive Rider Program?

☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs?

☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training?

☐ Yes ☐ No

(a) Are mandatory exercises being conducted?

☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented?

☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory?

☐ Yes ☐ No

(2) Is the repair person proficient?

☐ Yes ☐ No

(3) Is service available on weekends?

☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service?

☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition?

☐ Yes ☐ No

(6) Are any repairs being done by riders?

☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time?

☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section?

☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles?

☐ Yes ☐ No

(1) Is safety compromised?

☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited?

☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings?

☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism?

☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area?

☐ Yes ☐ No

(a) Has it been inspected and approved?

☐ Yes ☐ No

(b) Are records of the approval on file?

☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?

☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations?

☐ Yes ☐ No

(2) Is there ample supply available?

☐ Yes ☐ No

(3) Are spare tires available?

☐ Yes ☐ No

(4) Is a battery charger available?

☐ Yes ☐ No

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(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No


l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

| | | |
|---------------------------------|-----------------------|---------------------|
| Command: Ukiah | Division: Northern | Chapter: 6 |
| Inspected by: R. C. Madrigal | | Date: 3/31/ 2009 |

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

| | | | |
|--|--|---|----------------------|
| TYPE OF INSPECTION <input type="checkbox"/> Division Level x Command Level <input type="checkbox"/> Executive Office Level | | <input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Appeal Included <input type="checkbox"/> Attachments Included | |
| Follow-up Required: <input type="checkbox"/> Yes x No | Forward to: Northern Division _____ Due Date: _____ April 10, 2009 | Commander's Signature:  | Date: 4/10/09 |
| Chapter Inspection: | | | |
| Inspector's Comments Regarding Innovative Practices: | | | |

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| Command Suggestions for Statewide Improvement: |
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| Inspector's Findings: |
|-----------------------|

The fleet maintenance program is very well run and organized. The Auto Tech is well versed on policies and procedures for maintaining the fleet. She is extremely diligent in her duties and the documentation for parts and supplies are in good order. The Auto Tech is directly responsible to the Area Commander in the organizational roster which allows for excellent communication between the two. The Auto Tech has many years of experience with the department and has maintained good rapport with adjacent area personnel as well as personnel in Fleets Operations Section.

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EXCEPTIONS DOCUMENT

| | | |
|---------------------------------|-----------------------|--------------------|
| Command: Ukiah | Division: Northern | Chapter: 6 |
| Inspected by: R. C. Madrigal | | Date: 3/31/2009 |

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Commander's Response:

Inspector's Comments:

Required Action

Corrective Action Plan/Timeline

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Appeal Process: *(Appeals shall be filed within five (5) business days of the completed chapter inspection).*

Commander's Basis for Appeal:

Appeal Review/Decision: *(This shall be the only level of appeal).*

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| | |
|---|--|
| Lead Inspector's Signature:  | Date:  |
| Responding Commander's Signature (for appeal): | Date: |

| | | |
|--|----------------------|--------------------|
| AREA Redding | DIVISION Northern | NUMBER 135 |
| EVALUATED BY Sergeant M. Garcia, #10268 | | DATE 03/24/2009 |

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

| | | | |
|--|--|--|------------------------------|
| TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation | | SUSPENSE DATE | |
| FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | <input type="checkbox"/> Correction Report BY _____ | |
| 1. AREA ADMINISTRATION | | EVALUATED X | ACTION REQUIRED CORRECTED |

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? Invoices are reviewed and approved by the Lieutenant. The Area Commander and Fleet Operations Section are aware of all major repair expenditures.

b. What is the background experience of the Automotive Technician (AT)? See comments.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? See comments.

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not? N/A

d. What other duties or responsibilities are placed on the AT? See comments.

| | | | |
|----------------|----------------|-----------------|-----------|
| 2. VEHICLE USE | EVALUATED X | ACTION REQUIRED | CORRECTED |
|----------------|----------------|-----------------|-----------|

a. How many "E" Class vehicles are assigned to the Area? 21 Class E, 31 total vehicles

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(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? See comments.

d. Who does the commander allow to ride in vehicles? See comments.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTS

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? See comments.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? Vendors were selected by the quality of their work, promptness in completing repairs and service, competitive pricing, as well as the convenience of location.

(3) What are the hourly rates being charged? See comments.

(a) Are discounts given on parts? ☒ Yes ☐ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? N/A ☐ Yes ☐ No

(1) What percentage of the fleet is needed on weekends? 75%

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? N/A ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☐ Yes ☒ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? The Area utilizes an off-site car wash service which cleans both the interior and exterior of the patrol vehicles. A senior volunteer also transports patrol vehicles to and from the car wash.

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(2) Is the Area's vehicle washing procedure practical and economical? ☒ Yes ☐ No

(a) Is excessive officer time used to wash vehicles? ☐ Yes ☒ No

(3) Is there more than one car wash facility available? ☒ Yes ☐ No

(4) Are vehicles being excessively washed or detailed? ☐ Yes ☒ No

(5) Does the Area have a maintenance worker or janitor wash cars? ☐ Yes ☒ No

(6) Is there any other program that can be of assistance in washing cars? ☐ Yes ☒ No

d. How do officers report defective equipment? (Officers complete a patrol vehicle repair order detailing any problem.)

(1) Who is authorized to declare a vehicle unsafe for patrol? The AT, an officer or a supervisor is authorized to declare a patrol vehicle unsafe and place it out of service.

(a) Who determines when a vehicle is safe after repair or checking of defects? The AT determines if a vehicle is safe.

(b) Does he/she sign off the report form and indicate what has been done? ☒ Yes ☐ No

(c) Is this system effective? ☒ Yes ☐ No

(d) How long are records kept? The life of the patrol vehicle plus three years.

(e) Is there a system in place to check vehicles for defects after high speed pursuits? ☒ Yes ☐ No

4. MILEAGE MANAGEMENT

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? ☒ Yes ☐ No

(1) Are vehicles run out in the same order they are received? ☒ Yes ☐ No

(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? ☒ Yes ☐ No

(a) If not, can adjustments be made to accomplish this? N/A ☐ Yes ☐ No

b. How are adjustments to mileage accomplished? If needed, vehicles accumulating excessive mileage are restricted to be driven by just the assigned driver or the vehicle is taken off line.

(1) Do field supervisors and officers understand their responsibility in vehicle assignments? ☒ Yes ☐ No

(2) Does the AT understand what is required? ☒ Yes ☐ No

(3) Does the Area have a "personalized vehicle assignment" program? ☒ Yes ☐ No

(a) If so, how does it effect mileage averaging? The Area's assigned vehicle program has enhanced, not adversely affected the mileage averaging. Specially equipped patrol cars, such as the SMPVs, are not popular amongst the squad. Their assignment to officers ensures they are driven daily.

c. How does the Area project run outs? The Area projects run outs based on past mileage accumulation.

(1) Is FOS provided 30-45 days advance notice? ☒ Yes ☐ No

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(2) What has been the condition of vehicles returned to FOS? The AT is aware there is a standard vehicles need to meet when returned to FOS. This standard is met so the vehicle can be immediately deployed if needed in an emergency situation.

(3) Are the right equipment options completed? ☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

| EVALUATED | ACTION REQUIRED | CORRECTED |
|-----------|-----------------|-----------|
| X | | |

a. Is there adequate space and comfort in the AT office? ☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current? ☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual? ☒ Yes ☐ No

b. Is the space for working on vehicles adequate? ☒ Yes ☐ No

(1) Is it clean and organized? ☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6? ☒ Yes ☐ No

(1) Is there an inventory? ☒ Yes ☐ No

(a) When was it last checked? ☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles? ☒ Yes ☐ No

(a) Are they clean and properly maintained? ☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present? ☒ Yes ☐ No

(c) Who has access to the tools? ☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks? ☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered? N/A ☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair? ☒ Yes ☐ No

(1) Have replacements been planned and budgeted for? ☐ Yes ☒ No

f. Are there additional tools or items of equipment needed? ☐ Yes ☒ No

(1) Could the AT be more effective if they were available? ☐ Yes ☒ No

(2) Can they and/or have they been requisitioned or requested? N/A ☐ Yes ☐ No

6. TIRES, PARTS AND SUPPLIES

| EVALUATED | ACTION REQUIRED | CORRECTED |
|-----------|-----------------|-----------|
| X | | |

a. Is the space provided for parts and supplies adequate? ☒ Yes ☐ No

(1) If not, can more space be provided? N/A ☐ Yes ☐ No

(2) Is the space neatly and logically organized? ☒ Yes ☐ No

(3) Is there adequate security? ☒ Yes ☐ No

(4) Who has access to the parts/supplies? The AT, sergeants and managers have access to inventory of vehicle parts and supplies.

(5) Are batteries stored in a dry location, off the cement floor? ☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required? ☒ Yes ☐ No

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|--|--|--|
| c. Are reasonable numbers of parts/supplies stocked? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are there obsolete parts on hand? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Are adequate records maintained for tires, and are all tires accounted for? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Are proper guidelines in place for record keeping? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Are records reviewed by management? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Are tires properly safeguarded from theft or misuse? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) How are tires stored? | Outside tires are stored on racks and are secured with padlocks/chains. Inside tires are located in a designated tire area within the automotive shop. The automotive shop is locked each day by the AT. | |
| (4) Is access to the tires restricted to the AT and his/her assistant or backup? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Does Area provide motorcycle vendors with a stock of tires? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (6) Does it appear tires are being replaced prematurely? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (7) Are adequate records maintained for used tires? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Is the disposition of used tires within policy? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. How are old tires/batteries disposed of? | The Department's contracted tire haulers are used to dispose of used tires. Old batteries are returned as cores on the purchases of new batteries. | |
| (1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? | N/A | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Are either tires or batteries being traded to offset installation costs? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Are the provisions of any tire or battery disposal contract being met? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| g. Are Material Safety Data Sheets (MSDS) posted as required? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are all containers (other than the original) containing hazardous materials properly marked? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| h. Has the quarterly count of parts, tires, accessories and supplies been conducted? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Who conducted the count? | Sergeant M. Garcia, #10268, conducted the quarterly parts/supplies audit on March 16, 2009. | |

7. FUEL DISPENSING FACILITY

EVALUATED

X

ACTION REQUIRED

CORRECTED

| | | |
|--|--|-----------------------------|
| a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) What procedures have been established for purchasing fuel from service stations in emergencies? | Each patrol vehicle is equipped with a State of California Official State Fleet Card for fuel purchases. | |
| (a) Is self-service or full-service used? | Self-service. | |

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| (2) Is there a written policy, and is it complied with? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Is the fuel island clean and neat? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Does it need repair or painting? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (2) Are fuel, water and air hoses in good repair? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Is the break-away coupler installed? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Is there a clean oil storage rack? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (6) Is the lighting adequate? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (7) Is there at least one fire extinguisher of the proper type available, and is it fully charged? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (8) Have problems been reported to Facilities Section? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Is there an adequate amount of supplies available to officers? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Who fuels the vehicles? The employees driving the vehicles normally refuel at the end of their shifts. | | |
| (1) Are fluids and tires checked during fueling? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are pump meters and the storage tank properly safeguarded? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Who has access to the keys to lock the meters and the storage tank? The AT and Lieutenant. | | |
| (3) Is gasoline measured before and after deliveries? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. What method is used to log fuel and oil used in individual vehicles? See comments. | | |
| (1) Are records maintained as required? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) What is done to reconcile differences of more than 2-3 gallons daily? N/A | | |
| g. Does the physical inventory reasonably balance with the metered inventory each month? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) When was the pump meter last checked for accuracy? February 2009 | | |
| h. Is there a contract for fuel? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) How often is the fuel supply replenished? Approximately every three weeks. | | |
| (2) At what level is it refilled? See comments. | | |
| i. How does the Area secure the fuel pumps when they are not in use? With the use of a Card Lock system. | | |
| (1) Is the system adequate? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Is it utilized by all personnel? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

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| | EVALUATED | ACTION REQUIRED | CORRECTED |
|---|-----------|--|---|
| 8. SAFETY | X | | |
| a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are the AT's work areas inspected? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Are there possible unsafe conditions within the AT's work areas? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (1) Is the shop floor clean and free of any spills? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Are electrical cords or hoses posing a hazard? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (3) Are fire extinguishers charged, inspected and of the proper type? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (4) Are any batteries leaking or stored improperly? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (5) Are there loose items on the floor? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (6) Is the bench grinder firmly affixed, and are there safety glasses available? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) Are they worn by the AT? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (7) Is the battery charger in a safe place? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (8) Are masks available for AT's to wear when servicing brakes? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) If yes, are they worn? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (9) Are jack stands properly utilized? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| c. What is the Area occupational safety record as it relates to fleet management? | | Excellent. The Area's fleet maintenance program has not experienced a reportable injury for, at minimum, the last six years. | |
| (1) Have any injuries been prevented with an improved safety awareness program? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. VEHICLE RECORDS AND MAINTENANCE | X | | |
| a. Are fleet records logically filed? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are they conveniently located and available to the AT and supervisor? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Do files contain all required documents? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) If documents are not in files, where are they located? | | N/A | |
| b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are documents legible and complete? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Who reviews the FF reports? | | Area Managers. | |
| (3) How is the information used in Area's fleet administration? | | The Fleet Focus reports are utilized to ensure that the Area's vehicle maintenance program is being operated efficiently and in compliance with Department policy. | |
| c. Is the CHP 424 current? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Does the CHP 424 reveal any unusual repair patterns or duplicate services? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

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| (2) Have required services been done at the proper mileage? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Is the Area using the most effective and economical method of repairing/maintaining the fleet? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are hourly rates in line with prevailing rates? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Does the AT refer to manuals for invoice cost information? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Is work being done by vendors that should be done by the AT? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (4) Are there any warranty problems? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (a) If so, are they being resolved? <u>N/A</u> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Is the credit card being used in lieu of an invoice? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (6) Does the commander or his/her designee review and/or approve invoices? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) If so, is there a threshold limit, and how is the approval indicated on the invoice? <u>See comments.</u> | | |
| | | |
| e. Do invoices indicate parts are being supplied by the CHP? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) If parts are on invoices, does the vendor give a discount? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Are fleet operations bulletins maintained and accessible to the AT? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. CONDITION OF THE FLEET | EVALUATED <u>X</u> | ACTION REQUIRED <u> </u> |
| a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (1) Have any unauthorized modifications been made on vehicles? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 11. MOTORCYCLES | EVALUATED <u>X</u> | ACTION REQUIRED <u> </u> |
| a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are the program objectives clearly understood by the commander and supervisors? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Does the Area have an up-to-date SOP relating to motorcycle operations? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are motorcycles being used on beats with predominantly high speed problems? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Are motorcycles used for special duty officer transportation? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (3) Are motorcycles parked at the Area office during vacations and extended days off? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| c. Are Fleet Operations Bulletins pertaining to motorcycles filed together? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) What system is in place to verify understanding and compliance? <u>The motorcycle supervisor, Sergeant Brent Giordano, #12606,</u> <u>reviews motor Transport Bulletins with the motor officers and inspects the motors to ensure compliance.</u> | | |
| (2) Are Bulletins discussed with riders? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. What type of active safety program does the Area have? <u>The Area conducts quarterly motorcycle training days. Two of the four</u> <u>training days are held at the CHP Academy motor complex.</u> | | |

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| (1) Is there a Defensive Rider Program? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Is there a sufficient number of CMTOs? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) What is the Area's safety record? There have been no reportable-preventable motorcycle collisions since the inception of the program, June 2003. | | |
| (a) How does it compare with Division and statewide rates? Outstanding. | | |
| | | |
| (4) Does the Area conduct quarterly motorcycle training? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Are mandatory exercises being conducted? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Are ride-alongs being conducted on a regular basis and properly documented? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Are emergency radio repairs made at the office or at the radio shop? See comments. | | |
| (1) Are the arrangements satisfactory? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Is the repair person proficient? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Is service available on weekends? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Are motorcycles down for unreasonable amounts of time because of poor service? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (5) Are any motorcycles being operated with radios in a defective condition? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (6) Are any repairs being done by riders? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (7) Does the Area swap radios with idle units to reduce down time? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (a) If so, are radios being returned to the original units or reported to Telecommunications Section? | N/A | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| g. Is there adequate space to park and/or store motorcycles? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Is safety compromised? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (2) Are units parked near an entrance causing foot traffic to be inhibited? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (3) Are preventative measures in place to avoid problems caused by oil drippings? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Are parked motorcycles susceptible to theft or vandalism? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (5) When garaged at home, is the motorcycle in a covered, secured area? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Has it been inspected and approved? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Are records of the approval on file? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements? | | |
| (1) Do equipment and accessory times comply with departmental regulations? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Is there ample supply available? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Are spare tires available? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (4) Is a battery charger available? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
FLEET MANAGEMENT
CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?

☒ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles? See comments.

(1) Is it satisfactory and cost effective?

☒ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☒ Yes ☐ No

(3) How is repair work verified? The motorcycle officers and motorcycle supervisor verify the work charged has been completed.

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☒ No

(a) Is a supervisor's permission required?

☐ Yes ☒ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☒ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs? Motorcycles are transported by trailer by the dealer to and from the Area. A CHP motorcycle trailer is also available to transport motors as needed.

(6) Does the Area have a motorcycle trailer?

☒ Yes ☐ No

(a) How often is it used? Approximately four times per year.

(b) If one is not available, has Area budgeted for one?

N/A

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☒ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☒ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☒ Yes ☐ No

(3) Is service up-to-date?

☒ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☒ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☒ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☒ Yes ☐ No

l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: Area Management Evaluation, Fleet Management, Chapter 6

DATE: 03/24/2009

| SECTIONS | COMMENTS |
|----------------------------|--|
| Area Administration - 1.b. | The Redding Area's Automotive Technician (AT) II is Wayne Ross, #A13601. He has 25 years experience as an automotive mechanic working in two Ford dealerships. He started his State service as an Automotive Technician II in the Trinity River Area. Approximately a year and a half later he transferred to the Redding Area where he has been the AT for the past two years. |
| Area Administration - 1.c. | AT Ross has a reputation as being a 'hands on' mechanic. He takes pride in performing the full spectrum of vehicle maintenance duties. He changes oil and filters, services automatic transmissions, replaces brakes pads and rotors, replaces/packs wheel bearings, replaces belts and hoses as needed, and balances and mounts tires. He is also responsible for completing minor radio repairs, servicing overhead light bars, and exchanging malfunctioning radar equipment. AT Ross also finds the time to perform repairs to the Area's radar trailer. |
| Area Administration - 1.d. | AT Ross is responsible for all Fleet Focus data entry. He requisitions parts and supplies as needed, and obtains bids to repair damaged patrol cars. He has been instrumental in keeping the Area's fuel station operational, and performs repairs to the facility, as needed. AT Ross serves as a member of the Area's Occupational Safety Committee. |
| Vehicle Use - 2.c. | Only employees who are required to be available for immediate call out are allowed to have patrol vehicles stored at home. A majority of these employees are assigned to the Burney Resident Post. Each employee has Division approval and a STD. 377, Vehicle Home Storage Request/Permit form on file. The vehicles are parked off street and in safe locations. |
| | The following Redding Area personnel have been approved to store Department owned vehicles at their residences: |
| | Captain J. Godnick, Commander |
| | Sergeant R. Nethery, Burney Resident Post Supervisor |
| | Officer T. Gordon, Burney Resident Post Officer |
| | Officer J. Mostoufi, Burney Resident Post Officer |
| | Officer S. Wagner, Burney Resident Post Officer |

AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: Area Management Evaluation, Fleet Management, Chapter 6

DATE: 03/24/2009

| SECTIONS | COMMENTS |
|--------------------------------------|---|
| | Officer P. Roach, Burney Resident Post Officer |
| | Officer S. Crady, Burney Resident Post Officer |
| | Officer J. McCarville, Motor Officer |
| | Officer J. Temperst, Motor Officer |
| | Officer R. Carrell, Narcotics Task Force |
| | |
| | The Std. 377 for each employee is current (expire June 30, 2009). |
| | |
| Vehicle Use - 2.d. | Ride-alongs by private citizens are restricted to those individuals who have a specific need to observe departmental operations. |
| | |
| Service Arrangements - 3.a. | The Area utilizes the Ford Crown Motors dealership to service/repair vehicles. Patrol vehicles assigned to the Burney Resident Post are serviced by the Hiway Garage, an authorized Chevrolet dealership. |
| | |
| Service Arrangements - 3.a.(3). | Crown Motors charge \$91.00 per hour. Hiway Garage charges \$40.00 per hour. |
| | |
| Service Arrangements - 3.a.(3)(a). | A 10% discount is given on parts. |
| | |
| Service Arrangements - 3.c.(5). | The Area had its full time maintenance worker position eliminated in 2003. It now receives the services of a shared maintenance worker one day a week. The Area's custodian is only a half-time position. With the size and age of the facility, neither have the time to wash patrol cars in addition to their regular duties. |
| | |
| Service Arrangements - 3.d.(1)(c). | The Area has an SOP that requires the inspection of patrol cars which have been involved in vehicle pursuits where high speeds or other pursuit stresses may have jeopardized the safety of the patrol vehicle. The officer will forward a patrol vehicle repair order to the AT. |
| | |
| Auto. Work Area/Equip. - 5.c.(1)(a). | The Area completed its last annual tool inventory on March 12, 2009. |
| | |

AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: Area Management Evaluation, Fleet Management, Chapter 6

DATE: 03/24/2009

| SECTIONS | COMMENTS |
|--|---|
| Auto. Work Area/Equip. - 5.e.(2).c). | Access to the tools are restricted to the AT, supervisors, and managers. |
| Tires, Parts and Supplies - 6.a.(5). | The Area does not normally store batteries. |
| Fuel Dispensing Facility - 7.f. | Fuel and oil usage is logged in the patrol vehicle's form CHP 33 book and on a log located at the fuel island. Fuel usage of 135 assigned vehicles is also logged by a card lock system. Visitors utilizing the fueling facility must manually log the fuel they draw from the Area's supply. |
| Fuel Dispensing Facility - 7.h.(2). | The Area replenishes its fuel supply once the tank reaches a level between 5,000 to 6,000 gallons. With an average monthly consumption rate of approximately 5,000 gallons of gasoline, this reserve amount ensures that we will have an adequate supply of fuel in case of delivery disruption from our supply source. |
| Veh. Records and Maint. - 9.d.(6).(a). | The Lieutenant reviews/approves invoices. The Area adheres to the threshold amount established by HPM 31.1: \$.10 per mile per remaining mile prior to survey. Each invoice is stamped approved for payment and is signed by the AT and the Lieutenant. |
| Motorcycles - 11.b.(3). | The Redding Area has two full time motorcycle riders and one alternate motor rider. The Area is assigned two BMW motorcycles. The alternate motor rider is assigned the free motorcycle during vacations and extended days off. |
| Motorcycles - 11.d.(4).(b). | Currently the Redding Area does not have a riding sergeant. Officer ride-alongs are certified through the CMTO. |
| Motorcycles - 11.e. | The Department of General Services (DGS) is contracted to repair all communication devices. DGS is located in the City of Redding. Some minor repairs have been done by the AT. |
| Motorcycles - 11.h.(3). | The Area does not maintain an inventory of motorcycle spare tires. Tire repairs are completed by the BMW service dealer. Per the motorcycle supervisor, Sergeant Brent Giordano, there is not a need to maintain a supply of spare motorcycle tires at the Area. |

CHP 454 (Rev. 5-06) OPI 009

DATE: 03/24/2009

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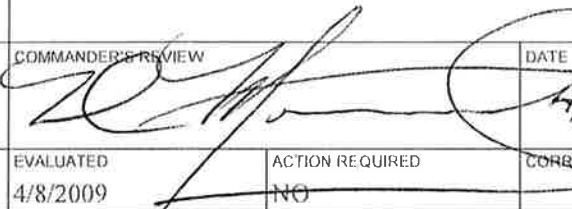
AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

| | | |
|---------------------|----------|------------|
| AREA | DIVISION | NUMBER |
| ALTURAS/170 | NORTHERN | 170-01-09 |
| EVALUATED BY | | DATE |
| SERGEANT M. NARDONI | | 04/08/2009 |

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

| | | | |
|--|--|--|-----------------|
| TYPE OF EVALUATION | | SUSPENSE DATE | |
| <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation | | | |
| FOLLOW-UP REQUIRED | | COMMANDER'S REVIEW | DATE |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |  | 4/9/2009 |
| BY _____ | | | |
| 1. AREA ADMINISTRATION | | EVALUATED | ACTION REQUIRED |
| | | 4/8/2009 | NO |

a. Is there a clear line of supervision and accountability for the Area's fleet management? ☒ Yes ☐ No

(1) Is the Area commander involved and informed? ☒ Yes ☐ No

(a) Does he/she monitor invoices? ☒ Yes ☐ No

(2) Who is authorized to approve invoices? THE AREA COMMANDER AND SUPERVISORS.

b. What is the background experience of the Automotive Technician (AT)? 21 YEARS OF STATE SERVICE AND 10 YEARS PRIOR SERVICE AS AN AUTOMOTIVE MECHANIC.

(1) Are sufficient instructions and training provided? ☒ Yes ☐ No

(2) Is he/she a qualified mechanic at journey person level? ☒ Yes ☐ No

(3) Does he/she attend training on new model vehicles? ☒ Yes ☐ No

(4) Does the AT have good rapport with Area personnel and vendors? ☒ Yes ☐ No

(5) Does the AT ensure vehicles are available at shift change? ☒ Yes ☐ No

(6) Does the AT periodically attend staff meetings? ☒ Yes ☐ No

(7) Does the AT have ideas/suggestions for improving the program? ☒ Yes ☐ No

c. How much maintenance work is being done by the AT? 100%

(1) Is he/she qualified to perform maintenance and minor repairs? ☒ Yes ☐ No

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT? THE AUTO TECHNICIAN ALSO ASSISTS THE SPECIAL DUTY OFFICER WITH FACILITY MAINTENANCE.

2. VEHICLE USE

| | | |
|-----------|-----------------|-----------|
| EVALUATED | ACTION REQUIRED | CORRECTED |
| 4/8/2009 | NO | |

a. How many "E" Class vehicles are assigned to the Area? 5 E-CLASS SEDANS. 3 SUV'S.

(1) Is there an unmarked patrol vehicle assigned for the commander? ☒ Yes ☐ No

(2) If the number of vehicles assigned is in excess of the formula, what justification has been made? N/A

b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift? ☒ Yes ☐ No

(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road? ☒ Yes ☐ No

(a) Is there a supply of tools and minor equipment available? ☒ Yes ☐ No

c. What is the justification for any vehicle kept at employees homes after duty hours? OFFICERS ARE REQUIRED TO USE PATROL VEHICLES FOR ON-CALL STATUS YEAR ROUND.

d. Who does the commander allow to ride in vehicles? EMPLOYEES, RIDE-ALONGS, AND CIVILIANS.

(1) Do supervisors use the CHP 428, Release and Waiver of Liability? ☒ Yes ☐ No

(a) Is the CHP 428 kept for the appropriate period of time? ☒ Yes ☐ No

3. SERVICE ARRANGEMENTS

EVALUATED
4/8/2009

ACTION REQUIRED
NO

CORRECTED

a. What vendors are being used for servicing or repairing vehicles? DAN COLLINS FORD IN LAKEVIEW, OREGON, SUSANVILLE MOTORS, AND ALTURAS TIRE AND MUFFLER.

(1) Are they authorized dealers? ☒ Yes ☐ No

(2) What process was used in selecting a service vendor? DAN COLLINS FORD IS THE CLOSEST TO THE ALTURAS AREA. ALTURAS TIRE AND MUFFLER IS THE MOST EFFICIENT REPAIR LOCATION WITH THE BEST EQUIPMENT.

(3) What are the hourly rates being charged? \$60.00 AN HOUR BY ALL VENDORS.

(a) Are discounts given on parts? ☐ Yes ☒ No

(4) Has the command shopped for the most cost effective vendors? ☒ Yes ☐ No

(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships? ☒ Yes ☐ No

(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases? ☒ Yes ☐ No

b. If vehicle availability has been a problem, has Area experimented with weekend maintenance? ☐ Yes ☒ No

(1) What percentage of the fleet is needed on weekends? 100%

(2) Are there shortages of vehicles on Mondays? ☐ Yes ☒ No

(3) If more than one AT, are their hours/days scheduled most effectively? ☐ Yes ☐ No

(a) Is overtime needed for maximum enforcement periods? ☒ Yes ☐ No

c. Are provisions adequate to ensure regular washing of vehicles? ☒ Yes ☐ No

(1) How are interiors cleaned? THE VEHICLE INTERIORS ARE CLEANED BY THE AUTO TECHNICIAN WHEN THE VEHICLES ARE SERVICED AND WHEN NEEDED.

| | | |
|---|---|--|
| (2) Is the Area's vehicle washing procedure practical and economical? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) Is excessive officer time used to wash vehicles? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (3) Is there more than one car wash facility available? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (4) Are vehicles being excessively washed or detailed? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (5) Does the Area have a maintenance worker or janitor wash cars? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (6) Is there any other program that can be of assistance in washing cars? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| d. How do officers report defective equipment? THERE IS A DEFECTIVE VEHICLE REPORT FORM LOCATED NEXT TO THE VEHICLE ASSIGNMENT KEY BOARD. | | |
| (1) Who is authorized to declare a vehicle unsafe for patrol? ALL OFFICERS, AUTO TECHNICIAN, SUPERVISORS, AND THE AREA COMMANDER. | | |
| (a) Who determines when a vehicle is safe after repair or checking of defects? AUTO TECHNICIAN | | |
| (b) Does he/she sign off the report form and indicate what has been done? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Is this system effective? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) How long are records kept? 1 YEAR | | |
| (e) Is there a system in place to check vehicles for defects after high speed pursuits? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

| | | | |
|---|-----------------------|------------------------------|-----------|
| 4. MILEAGE MANAGEMENT | EVALUATED 4/8/2009 | ACTION REQUIRED NO | CORRECTED |
| a. Does Area have a system to ensure equitable mileage accumulation on all vehicles? | | | |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| (1) Are vehicles run out in the same order they are received? | | | |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| (2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals? | | | |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| (a) If not, can adjustments be made to accomplish this? | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| b. How are adjustments to mileage accomplished? OFFICERS ARE ASSIGNED TO DRIVE LOW MILEAGE VEHICLES. SUPERVISORS DRIVE HIGH MILEAGE VEHICLES TO SLOW THE ACCUMULATION OF MILES. | | | |
| (1) Do field supervisors and officers understand their responsibility in vehicle assignments? | | | |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| (2) Does the AT understand what is required? | | | |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| (3) Does the Area have a "personalized vehicle assignment" program? | | | |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| (a) If so, how does it effect mileage averaging? THE VEHICLE ASSIGNMENT PROGRAM KEEPS VEHICLES DRIVEN TWO SHIFTS A DAY AND KEEPS MILEAGE CONSISTENT. | | | |
| c. How does the Area project run outs? FLEET MANAGEMENT TRACKS THE MILEAGE AS WELL AS THE AUTO TECHNICIAN. | | | |
| (1) Is FOS provided 30-45 days advance notice? | | | |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |

(2) What has been the condition of vehicles returned to FOS? VEHICLES ARE RETURNED TO FOS IN EXCELLENT CONDITION.

(3) Are the right equipment options completed? ☒ Yes ☐ No

5. AUTOMOTIVE WORK AREA/EQUIPMENT

EVALUATED
4/8/2009

ACTION REQUIRED
NO

CORRECTED

a. Is there adequate space and comfort in the AT office? ☒ Yes ☐ No

(1) Is the office arranged neatly, and are all bulletins and manuals current? ☒ Yes ☐ No

(2) Does the AT maintain a service and flat rate manual? ☒ Yes ☐ No

b. Is the space for working on vehicles adequate? ☒ Yes ☐ No

(1) Is it clean and organized? ☒ Yes ☐ No

c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6? ☒ Yes ☐ No

(1) Is there an inventory? ☒ Yes ☐ No

(a) When was it last checked? ☒ Yes ☐ No

(2) Are the tools located where they can be easily accessed by the AT when working on vehicles? ☒ Yes ☐ No

(a) Are they clean and properly maintained? ☒ Yes ☐ No

(b) Is there security for the tools when the AT is not present? ☒ Yes ☐ No

(c) Who has access to the tools? ☒ Yes ☐ No

d. Does the AT have the equipment necessary to perform all required tasks? ☒ Yes ☐ No

(1) If not, has it been budgeted for and/or ordered? ☐ Yes ☐ No

e. Is the equipment neat, clean and in good repair? ☒ Yes ☐ No

(1) Have replacements been planned and budgeted for? ☐ Yes ☒ No

f. Are there additional tools or items of equipment needed? ☒ Yes ☐ No

(1) Could the AT be more effective if they were available? ☒ Yes ☐ No

(2) Can they and/or have they been requisitioned or requested? ☐ Yes ☒ No

6. TIRES, PARTS AND SUPPLIES

EVALUATED
4/8/2009

ACTION REQUIRED
YES

CORRECTED

a. Is the space provided for parts and supplies adequate? ☒ Yes ☐ No

(1) If not, can more space be provided? ☐ Yes ☐ No

(2) Is the space neatly and logically organized? ☒ Yes ☐ No

(3) Is there adequate security? ☒ Yes ☐ No

(4) Who has access to the parts/supplies? A LIMITED SUPPLY OF TIRES ARE MOUNTED AND READY FOR USE BY OFFICERS. ENGINE OIL, TRANSMISSION FLUID, AND WINDSHIELD WASHER FLUID IS ALWAYS AVAILABLE.

(5) Are batteries stored in a dry location, off the cement floor? ☒ Yes ☐ No

b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required? ☒ Yes ☐ No

c. Are reasonable numbers of parts/supplies stocked? ☒ Yes ☐ No

(1) Are there obsolete parts on hand? ☒ Yes ☐ No

d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation? ☒ Yes ☐ No

e. Are adequate records maintained for tires, and are all tires accounted for? ☒ Yes ☐ No

(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section? ☒ Yes ☐ No

(2) Are proper guidelines in place for record keeping? ☒ Yes ☐ No

(a) Are records reviewed by management? ☒ Yes ☐ No

(3) Are tires properly safeguarded from theft or misuse? ☒ Yes ☐ No

(a) How are tires stored? ON TIRE RACKS WHICH ARE SECURED BY CABLES AND LOCKED.

(4) Is access to the tires restricted to the AT and his/her assistant or backup? ☒ Yes ☐ No

(5) Does Area provide motorcycle vendors with a stock of tires? ☐ Yes ☒ No

(6) Does it appear tires are being replaced prematurely? ☐ Yes ☒ No

(7) Are adequate records maintained for used tires? ☒ Yes ☐ No

(a) Is the disposition of used tires within policy? ☒ Yes ☐ No

f. How are old tires/batteries disposed of? USED TIRES ARE DISPOSED OF THROUGH CONTRACT VENDORS. OLD BATTERIES ARE RETURNED FOR CORE.

(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders? ☐ Yes ☒ No

(2) Are either tires or batteries being traded to offset installation costs? ☒ Yes ☐ No

(3) Are the provisions of any tire or battery disposal contract being met? ☒ Yes ☐ No

g. Are Material Safety Data Sheets (MSDS) posted as required? ☒ Yes ☐ No

(1) Are all containers (other than the original) containing hazardous materials properly marked? ☒ Yes ☐ No

h. Has the quarterly count of parts, tires, accessories and supplies been conducted? ☒ Yes ☐ No

(1) Who conducted the count? SERGEANT M. NARDONI AND AUTO TECHNICIAN KEN SKAUFEL.

7. FUEL DISPENSING FACILITY

EVALUATED
4/8/2009

ACTION REQUIRED
NO

CORRECTED

a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location? ☒ Yes ☐ No

(1) What procedures have been established for purchasing fuel from service stations in emergencies? ALL VEHICLES ARE EQUIPPED WITH CREDIT CARDS AND PACIFIC PRIDE CARDLOCK CARDS.

(a) Is self-service or full-service used? SELF-SERVICE

| | | |
|---|---|--|
| (2) Is there a written policy, and is it complied with? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Is the fuel island clean and neat? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Does it need repair or painting? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (2) Are fuel, water and air hoses in good repair? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Is the break-away coupler installed? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Is there a clean oil storage rack? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (6) Is the lighting adequate? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (7) Is there at least one fire extinguisher of the proper type available, and is it fully charged? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (8) Have problems been reported to Facilities Section? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Is there an adequate amount of supplies available to officers? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Who fuels the vehicles? OFFICERS, SUPERVISORS, AUTO TECHNICIAN, AREA COMMANDER | | |
| (1) Are fluids and tires checked during fueling? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are pump meters and the storage tank properly safeguarded? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Who has access to the keys to lock the meters and the storage tank? AUTO TECHNICIAN KEN SKAUPEL | | |
| (3) Is gasoline measured before and after deliveries? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. What method is used to log fuel and oil used in individual vehicles? A DETAILED GASOLINE LOG AND VEEDER ROOT REPORT. | | |
| (1) Are records maintained as required? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) What is done to reconcile differences of more than 2-3 gallons daily? VEEDER ROOT LOGS ARE COMPARED TO CHP 33'S AND THE GASOLINE LOG ON A MONTHLY BASIS. AREA AVERAGES 2-10 GALLONS VARIANCE PER MONTH. | | |
| g. Does the physical inventory reasonably balance with the metered inventory each month? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) When was the pump meter last checked for accuracy? MARCH 2009 | | |
| h. Is there a contract for fuel? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) How often is the fuel supply replenished? APPROXIMATELY EVERY TWO MONTHS. | | |
| (2) At what level is it refilled? WHEN THE FUEL LEVEL FALLS BELOW 1,000 GALLONS. | | |
| i. How does the Area secure the fuel pumps when they are not in use? OFFICE KEYED PADLOCKS, GATED PERIMETER FENCE. | | |
| (1) Is the system adequate? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Is it utilized by all personnel? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

| 8. SAFETY | EVALUATED 4/8/2009 | ACTION REQUIRED NO | CORRECTED |
|---|--|-----------------------|---|
| a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are the AT's work areas inspected? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Are there possible unsafe conditions within the AT's work areas? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (1) Is the shop floor clean and free of any spills? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Are electrical cords or hoses posing a hazard? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (3) Are fire extinguishers charged, inspected and of the proper type? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (4) Are any batteries leaking or stored improperly? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (5) Are there loose items on the floor? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (6) Is the bench grinder firmly affixed, and are there safety glasses available? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) Are they worn by the AT? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (7) Is the battery charger in a safe place? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (8) Are masks available for AT's to wear when servicing brakes? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) If yes, are they worn? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (9) Are jack stands properly utilized? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| c. What is the Area occupational safety record as it relates to fleet management? | AREA HAS AN EXCELLENT RECORD WITH NO INJURIES REPORTED. | | |
| (1) Have any injuries been prevented with an improved safety awareness program? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. VEHICLE RECORDS AND MAINTENANCE | EVALUATED 4/8/2009 | ACTION REQUIRED NO | CORRECTED |
| a. Are fleet records logically filed? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are they conveniently located and available to the AT and supervisor? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Do files contain all required documents? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (a) If documents are not in files, where are they located? | ON THE AUTO TECHNICIANS COMPUTER FILES AND DESK FOLDERS. | | |
| b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Are documents legible and complete? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Who reviews the FF reports? | FLEET SUPERVISOR, AREA COMMANDER | | |
| (3) How is the information used in Area's fleet administration? | TRACKS MAINTENANCE, REPAIRS, AND COSTS | | |
| c. Is the CHP 424 current? | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (1) Does the CHP 424 reveal any unusual repair patterns or duplicate services? | | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

| | | |
|--|---|--|
| (2) Have required services been done at the proper mileage? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Is the Area using the most effective and economical method of repairing/maintaining the fleet? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) Are hourly rates in line with prevailing rates? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Does the AT refer to manuals for invoice cost information? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Is work being done by vendors that should be done by the AT? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (4) Are there any warranty problems? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (a) If so, are they being resolved? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Is the credit card being used in lieu of an invoice? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| (6) Does the commander or his/her designee review and/or approve invoices? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (a) If so, is there a threshold limit, and how is the approval indicated on the invoice? EACH INVOICE IS STAMPED, DATED AND SIGNED BY THE AREA COMMANDER OR SUPERVISOR. LIMITS ARE REVIEWED DURING APPROVAL. | | |

| | | |
|--|---|-----------------------------|
| e. Do invoices indicate parts are being supplied by the CHP? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| (1) If parts are on invoices, does the vendor give a discount? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Are fleet operations bulletins maintained and accessible to the AT? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

| | | | |
|--|------------------------------|--|-----------|
| 10. CONDITION OF THE FLEET | EVALUATED 4/8/2009 | ACTION REQUIRED NO | CORRECTED |
| a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | |
| (1) Have any unauthorized modifications been made on vehicles? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | |

| | | | |
|---|------------------------------|-----------------------------|-----------|
| 11. MOTORCYCLES | EVALUATED N/A | ACTION REQUIRED N/A | CORRECTED |
| a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| (1) Are the program objectives clearly understood by the commander and supervisors? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| (2) Does the Area have an up-to-date SOP relating to motorcycle operations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| (1) Are motorcycles being used on beats with predominantly high speed problems? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| (2) Are motorcycles used for special duty officer transportation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| (3) Are motorcycles parked at the Area office during vacations and extended days off? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| c. Are Fleet Operations Bulletins pertaining to motorcycles filed together? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| (1) What system is in place to verify understanding and compliance? | | | |
| (2) Are Bulletins discussed with riders? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| d. What type of active safety program does the Area have? | | | |

(1) Is there a Defensive Rider Program? ☐ Yes ☐ No

(2) Is there a sufficient number of CMTOs? ☐ Yes ☐ No

(3) What is the Area's safety record?

(a) How does it compare with Division and statewide rates?

(4) Does the Area conduct quarterly motorcycle training? ☐ Yes ☐ No

(a) Are mandatory exercises being conducted? ☐ Yes ☐ No

(b) Are ride-alongs being conducted on a regular basis and properly documented? ☐ Yes ☐ No

e. Are emergency radio repairs made at the office or at the radio shop?

(1) Are the arrangements satisfactory? ☐ Yes ☐ No

(2) Is the repair person proficient? ☐ Yes ☐ No

(3) Is service available on weekends? ☐ Yes ☐ No

(4) Are motorcycles down for unreasonable amounts of time because of poor service? ☐ Yes ☐ No

(5) Are any motorcycles being operated with radios in a defective condition? ☐ Yes ☐ No

(6) Are any repairs being done by riders? ☐ Yes ☐ No

(7) Does the Area swap radios with idle units to reduce down time? ☐ Yes ☐ No

(a) If so, are radios being returned to the original units or reported to Telecommunications Section? ☐ Yes ☐ No

g. Is there adequate space to park and/or store motorcycles? ☐ Yes ☐ No

(1) Is safety compromised? ☐ Yes ☐ No

(2) Are units parked near an entrance causing foot traffic to be inhibited? ☐ Yes ☐ No

(3) Are preventative measures in place to avoid problems caused by oil drippings? ☐ Yes ☐ No

(4) Are parked motorcycles susceptible to theft or vandalism? ☐ Yes ☐ No

(5) When garaged at home, is the motorcycle in a covered, secured area? ☐ Yes ☐ No

(a) Has it been inspected and approved? ☐ Yes ☐ No

(b) Are records of the approval on file? ☐ Yes ☐ No

h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements? ☐ Yes ☐ No

(1) Do equipment and accessory times comply with departmental regulations? ☐ Yes ☐ No

(2) Is there ample supply available? ☐ Yes ☐ No

(3) Are spare tires available? ☐ Yes ☐ No

(4) Is a battery charger available? ☐ Yes ☐ No

AREA MANAGEMENT EVALUATION**FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

(5) Is there security and an accurate inventory kept?

☐ Yes ☐ No

i. What arrangements have been made for servicing and repairing motorcycles?

(1) Is it satisfactory and cost effective?

☐ Yes ☐ No

(2) Does the maintenance program minimize officer and vehicle down time?

☐ Yes ☐ No

(3) How is repair work verified?

(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?

☐ Yes ☐ No

(a) Is a supervisor's permission required?

☐ Yes ☐ No

(b) Is there a SOP covering this aspect of motorcycle operation?

☐ Yes ☐ No

(5) If not ridden, how are motorcycles transported to vendors for repairs?

(6) Does the Area have a motorcycle trailer?

☐ Yes ☐ No

(a) How often is it used?

(b) If one is not available, has Area budgeted for one?

☐ Yes ☐ No

j. Are vehicle files logically kept and up-to-date?

☐ Yes ☐ No

(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?

☐ Yes ☐ No

(2) Does the motorcycle supervisor review all motorcycle invoices?

☐ Yes ☐ No

(3) Is service up-to-date?

☐ Yes ☐ No

k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?

☐ Yes ☐ No

(1) Are mechanical discrepancies recorded with the date noted and date corrected?

☐ Yes ☐ No

(2) Are the forms filed for the life of the motorcycle?

☐ Yes ☐ No

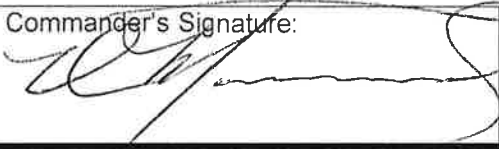
l. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?

☐ Yes ☐ No

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

| | | |
|---------------------------------------|-----------------------|-------------------|
| Command: Alturas | Division: Northern | Chapter: Six |
| Inspected by: R. M. Nardoni #11285 | | Date: 4/9/2009 |

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

| | | | |
|--|---|--|--------------------|
| TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level | | <input checked="" type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Appeal Included <input type="checkbox"/> Attachments Included | |
| Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Forward to: Northern Division Due Date: 4/10/2009 | Commander's Signature:  | Date: 4/09/2009 |
| Chapter Inspection: | | | |
| Inspector's Comments Regarding Innovative Practices: | | | |

Command Suggestions for Statewide Improvement:

Inspector's Findings:

5c(1)(a)- December 12, 2009

6c(1)- One AF-1615 Air Filter, (six) 4651 Dodge Headlamps, (three) 4656 Dodge Headlamps. These items will be returned to Supply Services.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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| | | |
|---------------------------------------|----------------------|-------------------|
| Command: Alturas | Division Northern | Chapter: Six |
| Inspected by: R. M. Nardoni #11285 | | Date: 4/8/2009 |

Commander's Response:

6c(1)- The obsolete parts will be removed from inventory.

Inspector's Comments:

Required Action

Corrective Action Plan/Timeline

6c(1)- The obsolete parts will be removed from the Alturas Area inventory by 5/10/2009.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

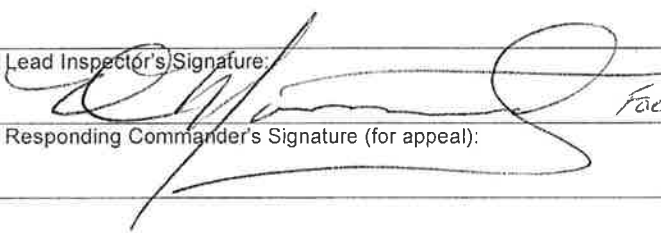
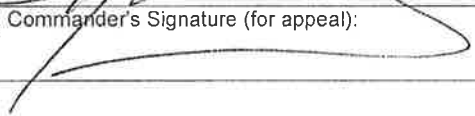
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| | | |
|---------------------------------------|-----------------------|-------------------|
| Command: Alturas | Division: Northern | Chapter: Six |
| Inspected by: R. M. Nardoni #11285 | | Date: 4/8/2009 |

Appeal Process: *(Appeals shall be filed within five (5) business days of the completed chapter inspection).*

Commander's Basis for Appeal:

Appeal Review/Decision: *(This shall be the only level of appeal).*

| | |
|--|-------------------|
| Lead Inspector's Signature:  For R. M. NARDONI | Date: 4/9/2009 |
| Responding Commander's Signature (for appeal):  | Date: |

M e m o r a n d u m

Date: April 15, 2009

To: Northern Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Yreka Area

File No.: 145.10808_09_020_chptr6_reconciliation

Subject: AREA MANAGEMENT EVALUATION – FLEET MANAGEMENT
CHAPTER 6 EXCEPTIONS DOCUMENT RECONCILIATION

The purpose of this memorandum is to provide certification the Yreka Area gas pumps have been calibrated for accuracy on April 9, 2009, by Siskiyou County Weights and Measures.

This item was the only inspector's finding to be addressed by Area.


T. S. STURGES, Captain
Commander

Attachment

Safety, Service, and Security

sent to DTV 4/15/09 LT

M e m o r a n d u m

Date: April 14, 2009

To: Yreka Area

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Yreka Area

File No.: 145.13400

Subject: FUEL PUMP CERTIFICATION

On April 9, 2008, Larry Hicks from Siskiyou County Weights and Measures tested the fuel pump at this area. The pump was found to be pumping .77% in excess of what the pump was indicating. No calibration change will be performed as the discrepancy is minimal.


P. Fennell, ID 13400
Officer*Safety, Service, and Security*

4-15/09

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

| | | |
|--|------------------------------|-------------------------------|
| Command: Yreka 145 | Division: NORTHERN | Chapter: LC FLEET |
| Inspected by: Sergeant Stumbaugh | | Date: April 2, 2009 |

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

| | | | |
|--|--|---|------------------------|
| TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level | | <input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Appeal Included <input type="checkbox"/> Attachments Included | |
| Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Forward to: _Northern Division_ Due Date: April 10, 2009 | Commander's Signature:  | Date: April 2, 2009 |
| Chapter Inspection: _____ | | | |
| Inspector's Comments Regarding Innovative Practices: | | | |

The solo Yreka Area AT manages a large 22 vehicle fleet including one each MRE and Motor Carrier vehicles. Considering the furlough program with two less days a month to service and manage the fleet; the AT does a good job keeping up with the fleet and minimizing out-service maintenance.

Command Suggestions for Statewide Improvement:
N/A

Inspector's Findings:

Area could not locate proof or indication the gas pump meter had been checked for accuracy (calibration). Area is in the process of making an appointment with Siskiyou County Weights and Measures.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

| | | |
|-------------------------------------|-----------------------|------------------------|
| Command: Yreka 145 | Division: NORTHERN | Chapter: 6 FEET |
| Inspected by: Sergeant Stumbaugh | | Date: April 2, 2009 |

Page 2

Commander's Response:

Commander will provide a memorandum of certification within 30 days indicating Area pumps have been calibrated for accuracy.

Inspector's Comments:

Required Action

Corrective Action Plan/Timeline

Area AT will verify to commander within 30 days that the gas pumps have been calibrated for accuracy (NLT 05/02/2009).

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 3

| | | |
|-------------------------------------|-----------------------|------------------------|
| Command: Yreka 145 | Division: Northern | Lo Fleet |
| Inspected by: Sergeant Stumbaugh | | Date: April 2, 2009 |

Appeal Process: *(Appeals shall be filed within five (5) business days of the completed chapter inspection).*

Commander's Basis for Appeal:

Appeal Review/Decision: *(This shall be the only level of appeal).*

| | |
|--|-------------------------|
| Lead Inspector's Signature: <i>[Signature]</i> | Date: <i>4/13/09</i> |
| Responding Commander's Signature (for appeal): <i>[Signature]</i> | Date: <i>4/13/09</i> |